



# Junction City High School

## 2017/2018

### STUDENT INFORMATION BOOK

#### Career Academy Campus (CAC)

900 N. Eisenhower  
Junction City, Kansas 66441

#### Freshman Success Academy Campus (FSA)

300 West 9th Street  
Junction City, Kansas 66441

#### Larry Dixon Center for Innovative Studies

920 W. 6th Street  
Junction City, Kansas 66441

#### Junction City High School – Business Office

(785) 717-4200 • FAX (785) 717-4201  
[www.usd475.org](http://www.usd475.org)

### This School Agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Phone: \_\_\_\_\_

Student #: \_\_\_\_\_ Seminar Room #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.

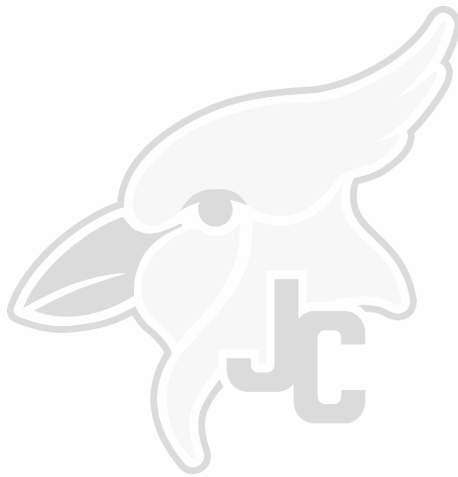


an sdi innovations company

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, without getting prior written permission of the publisher.

©2017. SDI Innovations. All Rights Reserved.

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883  
<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)



**NOTICE OF NON-DISCRIMINATION**

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 & ACTIVITY PLANNER

<u>Section I—Introduction</u> .....	Pages 4 – 7
Mission Statement, Key Components of JCHS Academy Model, Message from the Superintendent, Message from Administrative Team, Academic and Behavioral Support, School Details & History, Accreditation, Board of Education, Central Office Staff, High School Office Staff	
<u>Section II — Procedures/Regulations</u> .....	Pages 9 – 13
General Searches, Cell Phones/Non-Educational Electronic Devices, Appearance/Dress Code, Public Displays of Affection/Profanity, Food/Drinks, Students in Building After School Hours, After School Decisions, Suspension & Expulsion, Specific Behavior Violations and Consequences	
<u>Section III — Attendance/Tardy Policy</u> .....	Pages 13 - 14
Attendance Policy, Confirmed Skips, Make-Up Work Due to Absences, Students Leaving School During School Hours, Compulsory Attendance Enforcement, Tardy Policy	
<u>Section IV — Student Services</u> .....	Pages 14 – 16
Blue Jay Advisory, Library/Media Center, Lunch Period, Lunch/Hallway Access, Hall Pass, Hall Travel, Vending Machines, Health Services, School Resource Officer, Crime Stopper Hotline	
<u>Section V — Counseling/Academic Concerns</u> .....	Pages 16 –21
Counseling Services, Student Class Schedules/Schedule Changes, FSA Team Requests and Changes, Academy Changes, Teacher Assistants, Withdraw Failing/Passing, Student Withdrawal/Transfer Rule, Classification, Testing/Scholarships Dates, Graduation Requirements, Alternative Sources of Credit, JCHS Twilight School, Seven Semester Graduation Rule, Flexible Scheduling, Honor Roll, Transcript Translation Procedures, Academic Letter, Valedictorian-Salutatorian, Graduation with Honors, Grade Cards/Progress Reports, Parent Right-to-Know, Professional Qualifications – Staff, Parent-Teacher Conferences	
<u>Section VI — General Information</u> .....	Pages 21 – 25
Textbook Rental, Lockers, Identification Cards, Parking Lot Policies, Guests/Visitation Policy, Guests at School Dances, Attendance at School-Sponsored Activities, Deliveries/Messages, Daily Announcements, Commercialism, Crisis Plan, School Closings/Delayed Start, Change of Address, Administrative Guidelines for Emergency Safety Interventions, Sexual Harassment, District Bullying Policy, Violence Free Schools, Drug Free Schools, USD 475 Drug Abuse Prevention Policy, Anti-discriminatory policies and grievance procedures - see Appendix 1, Acceptable Use Policy/Guidelines For the Use of Social Media, Junction City High School Digital Technology Acceptable Use Policy	
<u>Section VII — Activities/Athletics/Student Organizations</u> .....	Pages 26 – 31
Clubs/Organizations, Athletics Information and Policies, Athletic Programs, League Affiliation, KSHSAA Eligibility Requirements, General JCHS Eligibility Guidelines, Student Random Drug Testing, Statement of Need and Purpose, Rule 52, Attendance Requirements For Student Activity Participation, Student Transportation, Transportation Of Students Participating in Activities, College Bound Student Athlete	
<u>JCHS CAC &amp; FSA Maps</u> .....	Pages 31 – 36
<u>APPENDIX</u> .....	Page 37
<u>Index</u> .....	Page 46

# JUNCTION CITY HIGH SCHOOL BELL SCHEDULE

## Career Academy Campus/Freshman Success Academy Schedule

(Bell Schedule is Subject to Change)

<b>1<sup>ST</sup> BLOCK</b>	8:30 AM to 9:55 AM
<b>2<sup>ND</sup> BLOCK</b>	10:00 AM to 11:20 AM
<b>3<sup>RD</sup> BLOCK &amp; LUNCH</b>	11:25 AM to 1:20 PM
<b>4<sup>TH</sup> BLOCK</b>	1:25 PM to 2:45 PM
<b>BLUE JAY ADVISORY</b>	2:50 PM to 3:35 PM

1st Floor: 1st Lunch from 11:25 AM to 11:55 AM, Third period class from 12:00 PM to 1:20 PM

2nd Floor: 2nd Lunch from 12:50 PM to 1:20 PM, Third period class from 11:25 AM to 12:45 PM

## SECTION I: INTRODUCTION

### MISSION STATEMENT

Junction City High School prepares students to become successful workers and citizens by developing **RELATIONSHIPS** and incorporating **RELEVANCE** and **RIGOR** into their education.

### 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 SUPERINTENDENT**

Welcome to the 2017-18 School year. We are pleased you have elected to be a student at Junction City High School. The Geary County School District faculty and staff extend a sincere welcome to you. I am honored to serve and work side by side with all of our families and staff to make our school district one of distinction.

JCHS is marked by an incomparable commitment to educational excellence and deeply enriched by a supportive school community of students, parents, faculty, and staff. Together, we will continue to assist all students in reaching their highest academic and emotional aptitude in preparation for success in an evolving global society. At JCHS, excellence is our standard – not our goal – for every student.

You will be truly inspired by our many wonderful students, teachers, and administrators. I trust that this school year will be productive and enriching. Nothing is more important for individual future success and the strength of our nation than obtaining the knowledge and skills necessary for living in the 21st century.

As we look forward to the new school year, we anticipate collaborating with you as we continue to provide robust and comprehensive educational and co-and extracurricular opportunities for all students. Together, we must commit to building relationships with each other so that we can ensure success. JCHS doors are always open. Your commitment to your education will inspire a generation of young adults who can lead with integrity and help bring resolution to the many issues our world faces today.

As superintendent of Geary County School District, I sincerely thank you for your support of our schools, and for the opportunity to work with you as a leader of this extraordinary school community. I wish each of you a wonderful and productive school year at JCHS.

- Dr. Corbin Witt, Superintendent

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

Welcome to Junction City High School. Our mission is to provide the student 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.

Our dedicated staff will provide each student with the necessary tools they will need to lead productive lives in today's ever-changing society. It is our job to encourage and guide students to be the best they can be in and out of the classroom. With over 1700 students annually, and three separate campuses, our resources are ideal for students to receive the proper attention they deserve and also 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!

All students are encouraged to enroll in a wide range of challenging courses that prepare them for their post-secondary goals. As an academy structured high school, we offer many elective courses that cater to the varied interests of our students. 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, what it has to offer 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 further 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.

**SCHOOL COLORS:** Blue and White

## 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)

**SCHOOL MASCOT:** Blue Jay

## FIGHT SONG

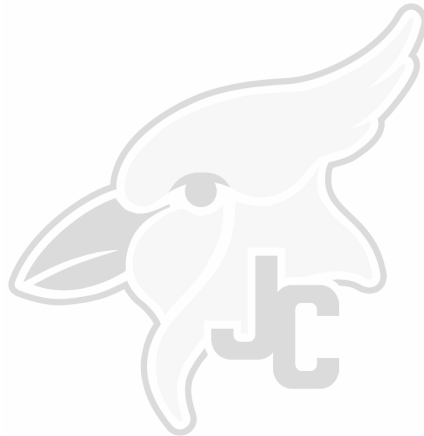
Onward Blue Jays, Onward Blue Jays  
Don't give up the fight (fight, fight, fight)  
Fight on Blue Jays for your colors,  
Royal Blue and White (fight, fight, fight)  
Onward Blue Jays, Onward Blue Jays  
Fight on for your fame  
Fight on to victory  
And WIN THIS GAME!

## 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. The first major addition was made in 1963. In 1977, another major addition was completed, providing additional media center facilities, a new gymnasium with dressing rooms, and a student commons area. In 1979, a fourth addition was added to the south comprising science facilities, three classrooms, a 110-seat multi-level lecture hall, facilities for exceptional student services and exceptional student services reading laboratory. This wing is now the location of the Business Information Technology Academy with the lecture hall and ESS laboratory converted to classrooms. In 1984, there was a fifth addition to the northeast corner of the building to house the instrumental music program. In 1990, an addition to the south housing two chemistry labs, a foods lab, 10 general purpose classrooms, two conference rooms, several teacher offices and an addition to the cafeteria was completed. In the same year, JCHS became a 9-12 high school. The most recent construction to what is known as the Junction City High School Career Academy Campus Site added a new weight room, installed a wood floor in Shenk Gym, air conditioned the entire building, added a connecting link between the main building and Deever and added academy offices.

In the 2010-2011 school year, Junction City High School conducted classes at two campus sites. Those sites included the Career Academy Campus at 900 N. Eisenhower, and the Freshman Success Academy Campus at 300 W. 9th Street. The FSA Campus site is a remodeled facility which supports the transition of Freshman students to High School. The FSA Campus's refurbished classrooms, redesigned technology infrastructure, renovated cafeteria as well as the addition of a new commons area, learning center with virtual classroom and administrative offices is ideal for supporting the FSA's team approach, for providing extra academic support, and for allowing career exploration.



## **ACCREDITATION**

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

## **BOARD OF EDUCATION**

Tom Brungardt	Carolyn Gaston	Bryan Field
Carolyn Gaston	LaDonna Junghans	Dr. Anwar Khoury
Dr. Ferrell Miller	Fort Riley Rep –CSM James Collins	

## **CENTRAL OFFICE STAFF**

Dr. Corbin Witt	Superintendent
Dr. Beth Hudson	Associate Superintendent for Teaching and Learning
Mr. David Wild	Chief Operations Officer
Mrs. Mona Manley	Executive Director of Human Resource Services
Ms. Rebekah Helget	Executive Director of Exceptional Student Services

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

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

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

Kale Katt	Principal – Business, Information, Technology Academy
Emily Russell	Counselor
Johanna Noriega	Academy Secretary
Office Number	785.717.4308

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

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

## **FRESHMAN SUCCESS ACADEMY**

Jeff Tanner	Principal – Freshman Success Academy
Kate Harmison	Assistant Principal
Sarah Reynolds	Counselor
Carmen Lopez	Academy Secretary
Office Number	785.717.4312

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

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

## **LARRY DIXON CENTER FOR INNOVATIVE STUDIES (LDC)**

Thomas Wesoloski	Principal – Larry Dixon Center
Jayne Karmann	LDC Secretary
Office Number	785.717.4710



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

### **NOTICE: BOTH THE CAREER ACADEMY CAMPUS AND FRESHMAN SUCCESS ACADEMY CAMPUS ARE 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 either JCHS campuses 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. 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, Fief, 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) 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 for their campus site.

**ASD Location:** Occurs at both campuses Tuesday & Thursday.

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. 72-8801, and USD 475 Board Policy, Section JDD, Suspension and Expulsion Procedures, 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 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.**

Suspended students must attend in good standing the Larry Dixon Center's three hour program (2:30 p.m. – 5:30 p.m.) as well as those programs designated by the issuing administrator and/or behavioral interventionist. 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. The Larry Dixon Center is located at 920 West 6th Street.

## 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 and/or repeated offenses may warrant stronger consequences.

*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\*) The use of, possession of, and/or being under the influence of alcohol, illegal drugs or other intoxicants, to include legally acquired intoxicants is prohibited on school premises, on school sponsored trips, inside or outside the campus buildings, or while attending any school sponsored event (home or away). 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. This policy 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. (See General Information section — Drug Free Schools)
- g. **TOBACCO:** (ASD → OSS) Federal and Kansas statute prohibits the use of any form of tobacco inside of the campus buildings. Board policy prohibits any use or possession of any form of tobacco on school premises by students during the school day regardless of whether the student is of age to purchase tobacco products legally. No student will use any form of tobacco or any inhalant which utilizes extracts of any type while on school premises, on school sponsored trips, inside or outside the campus buildings, and/or in attendance of school or any school sponsored event. Exceptions to this policy are those inhalants prescribed by a Doctor and registered with the school nurse. (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, lunch tickets, 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): USD 475 bus riding conduct and consequences for inappropriate behavior are outlined in the Parent-Student Transportation Handbook. For inappropriate behaviors not addressed by the Transportation Handbook, the JCHS Student Information Book expectations will apply in those circumstances. Parents and students can access the Transportation Handbook on the JCHS Sharepoint Portal.
  - b. **PARKING** – The parking lots at both campus sites are provided for the use of Staff, Parents, and Patrons of Junction City High School. Student parking is a privilege and is only allowed on the Career Academy Site 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.

1. 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.***

### **COMPULSORY ATTENDANCE ENFORCEMENT PROCEDURE**

In compliance with K.S.A. 72-1113, students under the age of 18 (unless previously exempted from compulsory attendance requirements) absent without excuse on either 3 consecutive school days or 5 school days in any semester or 7 school days in any school year, shall be reported to the County Attorney.

In addition to State Statutes, USD 475 will implement a truancy program for the 2017-2018 school year. Truancy procedures will be published and made available prior to the start of the school year.

## **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**

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

- Blue Jay Advisory is an important part of the Academy Model for both the CAC and FSA sites. Blue Jay Advisory prioritizes academic support, MTSS academic/behavior support, career advisement and career exploration. Blue Jay Advisory also provides students with the opportunity to utilize computer labs, to access library/media center, to complete make-up work, to take tests or quizzes, to work on projects, to receive tutoring, to collaborate with others, to explore and experience career pathways, or to complete their homework.

#### **2. BLUE JAY ADVISORY PROCEDURES**

- Both campuses have advisory time every day. Mondays and Wednesdays are closed to travel and are used for MTSS support and career advising. Tuesdays, Thursdays, and Fridays are available for academic support. On these days, students who have permission of a requesting teacher may travel to another teacher's classroom for academic support. Career cluster assemblies and presentations are conducted based on an approved, published schedule for each semester. Class organizational meetings are Thursdays.
- Students will use a pass for travel. Students assigned advisors are responsible for retaining passes. Every time a student leaves his or her advisory room, he or she must have the exit time, and date noted along with the teacher's signature on the pass. Likewise, every time a student arrives at a destination he or she must have the date, arrival time, and the receiving teacher's signature. The student is responsible for signing in and out of advisory. Teachers will always know their students' whereabouts in case of emergency. All students are required to return to their assigned advisory room before 3:30 P.M. and return their pass to their advisor.
- Advisors may suspend a student's travel privileges according to their own advisory room policy.
- Blue Jay Advisory teachers will award grades based on a school-wide grading policy.

#### **3. LIBRARY/MEDIA CENTER GUIDELINES FOR BLUE JAY ADVISORY**

In Blue Jay Advisory, the library may be used for tutoring, school assignments, research, career cluster activities, and media support. Students who want to go to the library do not need a pass from the library. Students will use their travel pass and will show their destination as the library. In most cases, a student will return to their advisory room from the library. The exception will be the student who requests to go to the library first and has an approved additional destination.

### **LIBRARY/MEDIA CENTER (JCHS CAC) / LEARNING CENTER (JCHS FSA)**

The Library/Media Center is the focal point of many activities. It provides a variety of resources that may be used by students for educational and recreational purposes. The Library/Media Center is open from 8:00 AM to 4:00 PM daily. All students, including TA's, must have a pass to enter during school hours unless they are part of a class that reserved library time.

Policies:

- Students need a student I.D. in order to check out materials.
- Between the hours of 8:30 am and 3:35 pm, personal electronic device may be used with the direct supervision of either the Media Specialist or the assigned teacher.
- Fees will be charged for late/lost materials.
- All school rules will be enforced.

## LUNCH PERIOD

Junction City High School maintains an “open” lunch period for students at the Career Academy Campus. Students at the Freshman Success Academy Campus are not allowed to leave campus.

Open lunch at the Career Academy Campus is a privilege and can only work if all students take the responsibility to follow reasonable guidelines. The following guidelines apply to students during open lunch:

1. Avoid using/abusing the property of those citizens 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 at the CAC 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 returned to the proper area.
- Chairs shall not be moved to the end of the table or block the aisles.
- All students in the cafeteria must be seated.
- Students apply funds to their lunch account with the bookkeeper in room D128 at the CAC and room 111 at the FSA.

## 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 – routes will be specified. Individual teachers will instruct students as to which hallways they are to use.

## HALL PASS

Your planner is the preferred hall pass. Other than passing period, students may not be in the hallways without an appropriately signed planner, 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.

## 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 and vision and hearing screening.

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.

- **IMMUNIZATIONS:** The Kansas School Immunization Law requires that each student must have proof of age appropriate immunizations at the time of enrollment. This includes any boosters that may be needed, such as **Td or Tdap every ten years.**

- **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. **Students should have no vomiting, diarrhea or 100.0 degree temperature or higher (without medication) for twenty-four hours prior to attending school.**
- **SPECIAL HEALTH CONCERN:** Inform the school nurse if your student has specific health problems such as diabetes, seizures, asthma, cerebral palsy, vision or hearing difficulties and/or if your child needs to have medication dispensed at school. The nurse, along with the family, will develop a plan of care. The nurse will inform appropriate faculty and staff of the plan. **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.**
- **Sickle Cell:** Kansas Law H.B. #2236 requires that you be informed that the nearest facilities that provide counseling and possible testing for sickle cell trait and sickle cell anemia are:
  - Geary Co. Primary Care Physicians..... (785) 238-4131
  - Geary County Health Department..... (785) 762-5788
  - Konza Prairie Community Health Center..... (785) 238-4711
  - Irwin Army Community Hospital .....(785) 239-DOCS
- **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 USD #475 Medication Guidelines.
- **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.

## 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 (CAC) and Officer R.J. Landreville (FSA). For information, you can contact the Career Academy Campus SRO in room 100, or call 717-4240. You can contact the FSA Campus SRO in room 120E, or call 717-4119.

## 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. 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 or credit. 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

For classification, students must have earned the following number of credits:

**Sophomore** –6 credits

**Junior** –13 credits

**Senior** –20 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 9, 2017

October 28, 2017 – offered at JCHS

December 9, 2017– offered at JCHS

February 10, 2018

April 14, 2018 - offered at JCHS

June 9, 2018

July 14, 2018

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

August 26, 2017

October 7, 2017

November 4, 2017

December 2, 2017

March 10, 2018

May 5, 2018

June 2, 2018

### PSAT/NMSQT TEST

(Sophomores and Juniors—must register with the bookkeeper)

October 11, 2017

## GRADUATION REQUIREMENTS

A graduating student must earn a minimum of twenty-six (26) credits beyond the eighth grade. Seventeen and one-half (17.5) 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 Graduation Ceremony, they must have met:**

1. All academic, activity, and service learning requirements for graduation as stated by Board of Education policy by the seniors' last day of attendance prior to the graduation date set each school year.
2. Be in good standing with the school.

*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.

**Larry Dixon Center for Innovative Studies** - The LDC is an alternative learning environment for those students whose actions and behaviors create an unsafe learning environment at JCHS or for those students who have been short or long term suspended. The LDC allows students to continue to earn academic credit through a full day program consisting of both online and classroom curriculum with the goal of returning the student to their assigned Career Academy at JCHS. A student can only be placed/assigned at the LDC with approval from an administrator.

## **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. Students 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.

## **VALEDICTORIAN-SALUTATORIAN**

In general, the JCHS Valedictorian and Salutatorian Awards will honor the students in the Senior Class with the highest and second highest cumulative grade point averages respectively. However, because grade point averages can be subject to statistical anomalies that affect class rank, the JCHS Administration reserves the right to review each candidate's academic record and to make appropriate adjustments in the awards given. Honorees must be in attendance at JCHS during the entirety of their senior year.

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

Any senior who receives a semester grade of F or who opts for a WP (Withdrawn Passing) or a WF (Withdrawn Failing) in a class will not be a candidate for Valedictorian, Salutatorian 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 29, November 10, December 19 (end of first semester), February 16, April 13 and May 24 (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

## PARENT-TEACHER CONFERENCES

This is an opportunity for parents to discuss their student's progress with teachers. Of course, if the need arises, conferences with teachers may be scheduled with the individual teacher or the academy counselor (for a group of teachers).

Thursday	September 28, 2017	4:30 PM – 7:45 PM	General Session	Career Academy Campus
Thursday	October 12, 2017	4:30 PM – 7:30 PM	General Session	Career Academy Campus
Tuesday	March 13, 2018	4:30 PM - 7:45 PM	General Session	Career Academy Campus
Wednesday	March 14, 2018	4:30 PM – 7:30 PM	General Session	Career Academy Campus

## SECTION VI: GENERAL INFORMATION

### TEXTBOOK RENTAL

Junction City High School has developed a rental system for books. 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. The replacement cost for a Student Planner is \$5.00

### 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 security booth at the CAC or room 100 at the FSA and request a retake. Students will be issued a seminar pass so they can report back in seminar for the 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. Seminar Travel
5. Participation in Student/Staff Recognition Programs

### PARKING LOT POLICIES

All vehicles must be registered and identified with a parking permit in order to park in JCHS campus parking lots. 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. Student parking is located in the north lots (upper and lower).

Numbered parking slots in the north lot of the CAC, parking lots adjacent to the Deever Building at the CAC and the Northwest, Northeast and Southeast parking lots of the FSA are designated for Faculty/Staff use only. **Students who are parked in these designated areas or areas designated for Visitors or Handicapped 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 either 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, who have the authority to issue tickets for traffic/parking violations. Please note the 10 mph speed limit.

## **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 Career Academy Campus 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. Visitors to the Freshman Success Academy Campus will enter through the main entrance doors located at the Southwest corner of the facility and sign in through the administrative offices.
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 either campus buildings. 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 guest 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 \$20 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, Junction City High School students must not be on the ineligible list and must be in good standing. 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. 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.

## **ADMINISTRATIVE GUIDELINES FOR EMERGENCY SAFETY INTERVENTIONS**

The emergency safety interventions (ESI) law set forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the ESI statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools. For more information go to this website [https://www.usd475.org/Documents/Information\\_for\\_Parents\\_After\\_Emergency\\_Safety\\_Intervention\\_Incident\\_08%2019%2016\\_Final\\_.pdf](https://www.usd475.org/Documents/Information_for_Parents_After_Emergency_Safety_Intervention_Incident_08%2019%2016_Final_.pdf) to review the USD 475 Guidelines Emergency Safety Intervention or visit appendix 1 of this document under GAAP.

## **SEXUAL HARASSMENT**

USD 475 Board Policy concerning sexual harassment is found in appendix 1 of this document under JGEC. It is also available online at [https://www.usd475.org/Pages/NondiscriminationNotice\\_2010.htm](https://www.usd475.org/Pages/NondiscriminationNotice_2010.htm)

## **DISTRICT BULLYING POLICY**

USD 475 Board Policy 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.

It is a Core Belief of the Educators in the Geary County USD 475 Schools that:

- We will not bully others.
- We will help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

## **VIOLENCE FREE SCHOOLS**

It is everyone's responsibility to keep our schools free of violent acts of any kind. Students, staff, patrons, and guests have the right to feel safe in all district buildings and at any school sponsored activity. Information concerning Violence Free Schools is located in USD 475's Parent Handbook. Additionally, the Federal Safe Schools Act requires school officials to report to a law enforcement officer ALL incidents involving a fight at school or school related activity and/or offensive, obscene, or abusive language directed towards a staff member. It is the understanding of school officials that any student involved in such incidents will be charged with disorderly conduct in compliance with statute 21-4101.

## **DRUG FREE SCHOOLS INFORMATION**

Geary County USD 475 operates under the guidelines of the Drug Free Schools and Communities Act. This means that the Board of Education has a policy and procedures designed to make this school safe by ensuring a ban on drugs and alcohol on school grounds. You can help make our school a safe and healthy place to learn by becoming aware of the following information.

## **USD 475 BOARD OF EDUCATION DRUG FREE SCHOOLS POLICY**

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

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, distribute, dispense, possess, be under the influence of or use illicit drugs, controlled

substances or alcoholic beverages on school district property, or at any school-sponsored activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials.

Violators will be subject to sanctions which could include:

1. Short-term suspension.
2. Long-term suspension (not less than one semester or four months).
3. Expulsion from school for remainder of school year.
4. Suspension from participation in and attendance at school-sponsored activities.
5. Notification of the military or civilian police.
6. Referral to the Student Assistance Program for services.

A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. The school will make available a list of programs. The student and his/her parents/guardians are responsible for paying for such rehabilitation.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas statutes (K.S.A 72-8901, et. seq.). Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with the policies governing student discipline.

In the event it is agreed that the student will enter into and complete a drug education or rehabilitation program, the cost of such a program will be the responsibility of the student and his/her parents/guardians. A list of drug and alcohol counseling, treatment and rehabilitation programs, along with the names and addresses of contact persons for the programs is on file with the Drug Free Schools coordinator. Parents/guardians or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and a list of sanctions for violating the policy will be provided to all students and their parents/guardians. Parents/guardians of all students will be notified that compliance with this policy is mandatory.

### **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. For more information contact JCHS Athletic Director.

### **ANTI-DISCRIMINATORY POLICIES & GRIEVANCE PROCEDURES**

Board policies JGEC, JGECA and KN are found in Appendix 1 of this document as well as online at [http://www.usd475.org/Pages/NondiscriminationNotice\\_2010.htm](http://www.usd475.org/Pages/NondiscriminationNotice_2010.htm)

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

The goal of USD 475 is to maximize the educational benefits of network and Internet capacities. To better prepare students for the future, USD 475 provides opportunities for students to problem solve, manage, and retrieve information, think creatively, and communicate effectively. These skills can also be reinforced through technology, giving the students additional preparation for an information-based society and technological workplace. In compliance with FERPA and CIPA guidelines, USD 475 is committed to making advanced technology and increased access to learning opportunities available to all students and staff members.

JCHS follows USD 475 Acceptable Use Policy (AUP). The Districts AUP can be acquired at <https://www.usd475.org/SitePages/Welcome.aspx> (see Acceptable Use Policy).

USD 475 makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, service interruptions, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. USD 475 specifically denies any responsibility for the accuracy or quality of information obtained through online services. All users need to consider the source and validity of any information they obtain on the Internet. 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.

To gain access to email and internet, all students must obtain parental/guardian permission by signing the districts Acceptable Use Policy and Device Agreement. All USD 475 equipment and access privileges are to be utilized appropriately.

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.

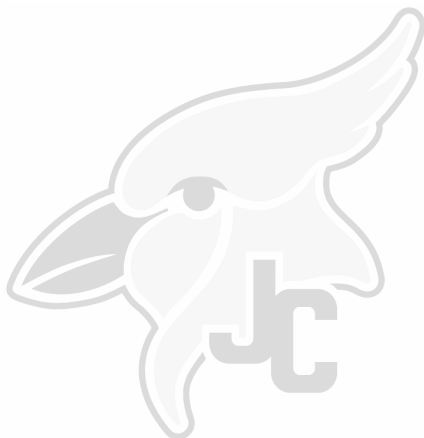
Students who violate this policy may also be subject to further disciplinary action, including suspension or expulsion.

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.



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

## **ACTIVITIES:**

Activities Director: Kate Harmison

Office Number: 785.717.4312

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

(See Student Activities Handbook)

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

#### **Student Council**

Class of 2018 (Senior Class)

Class of 2019 (Junior Class)

Class of 2020 (Sophomore Class)

Class of 2021 (Freshman Class)

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

FBLA

FCCLA

Skills USA

TSA (Robotics)

#### **Activities**

American Sign Language

Anime Club

Band

Blue Jay Nation

Cheerleading

Choral Music

Club 121

Dance Team

Debate

Educators Rising

Forensics

Gay-Straight Alliance

German Club

JC Players/Drama Club

JROTC

KAY Club

KEY Club

Komomantyns

MACESA

Marching Band

National Honors Society

Orchestra

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, a "JCHS Athletic Packet" must be turned into the Athletic Department (room 102). 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, 2017**. **Students who participate in athletics sponsored by KSHSAA/JCHS will follow guidelines as set forth in school information books, athletic/coach/sponsor handbooks and activity packet.**

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

**Beginning Date: August 14, 2017**

JCHS ATHLETIC PACKET DUE ONE WEEK BEFORE FIRST DAY OF PRACTICE.

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

**Beginning Date: November 13, 2017**

JCHS ATHLETIC PACKET 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: February 26, 2018**

JCHS ATHLETIC PACKET 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	Wrestling

For information on programs and coaches, students can contact the Athletic Department, room 102.

## LEAGUE AFFILIATION

Junction City High School competes in the Centennial League. The League schools include Junction City, Manhattan, Topeka High, Topeka West, Seaman, Shawnee Heights, 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**

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.

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 athletic office and/or any academy office.

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)

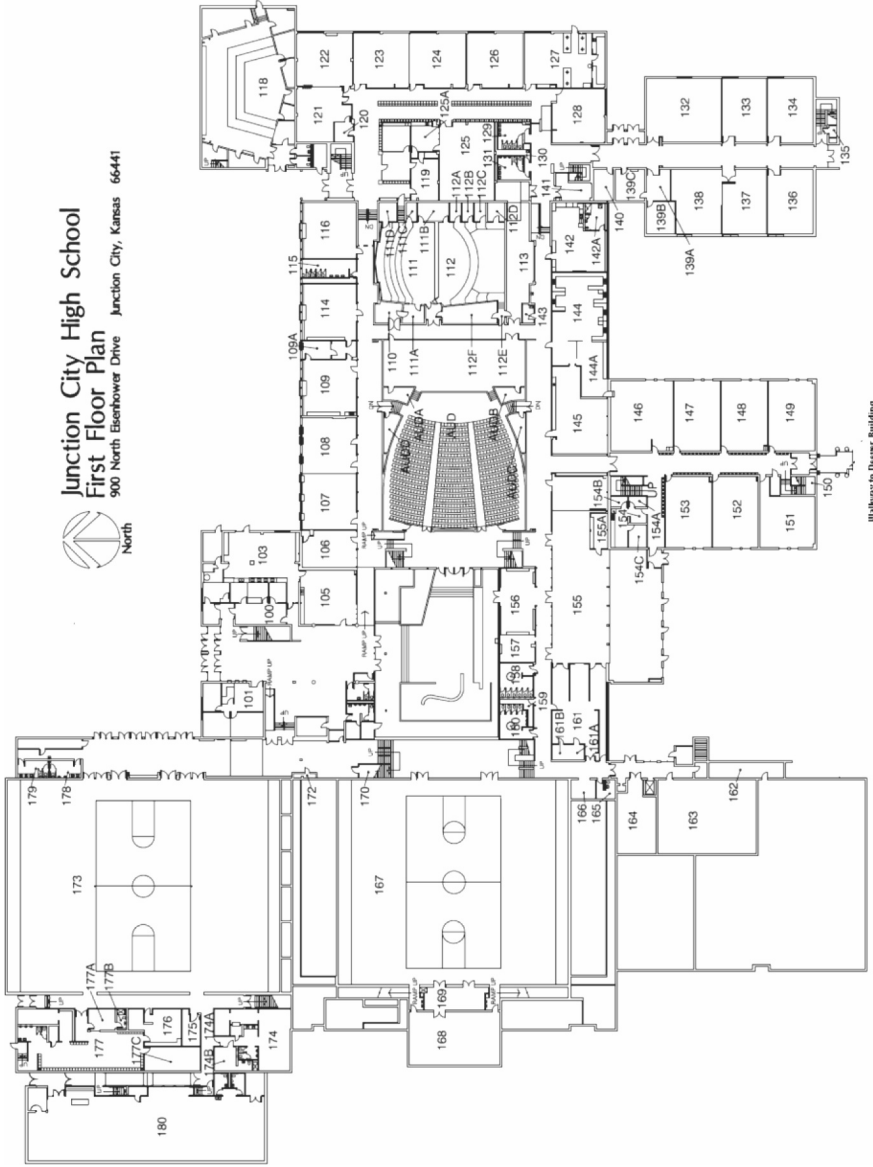
NAIA                              [www.naia.org](http://www.naia.org) .

NJCAA                             [www.njcaa.org](http://www.njcaa.org)

# JUNCTION CITY HIGH SCHOOL – CAREER ACADEMY CAMPUS

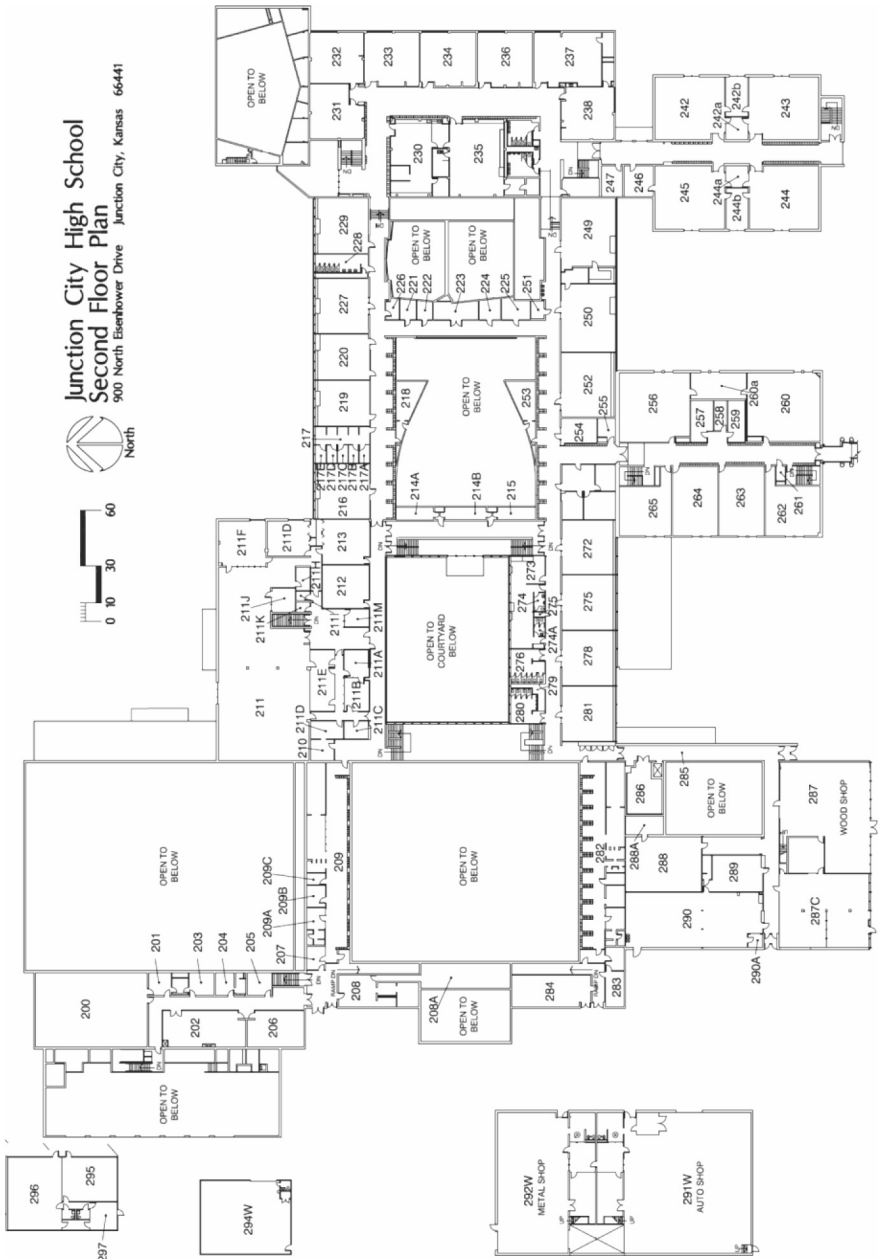
## FIRST FLOOR PLAN

**Junction City High School**  
**First Floor Plan**  
 900 North Eisenhower Drive Junction City, Kansas 66441



# JUNCTION CITY HIGH SCHOOL – CAREER ACADEMY CAMPUS

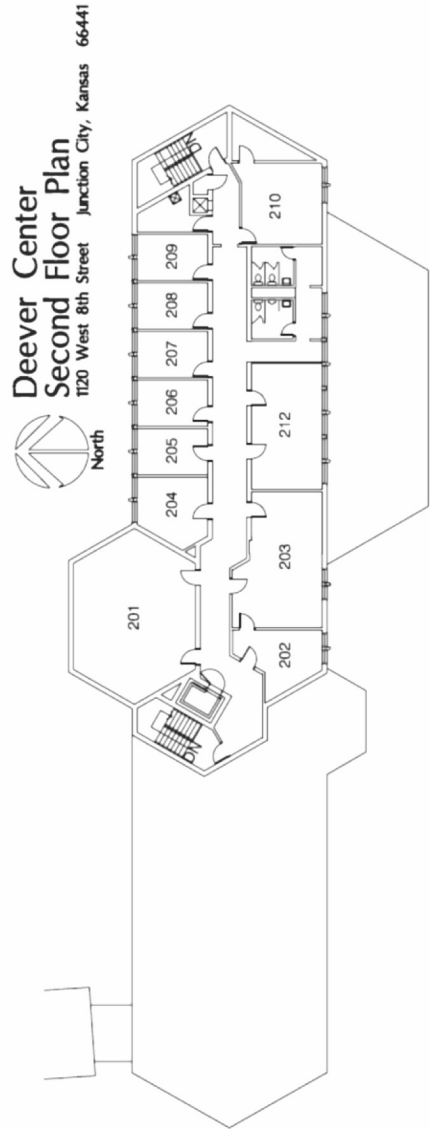
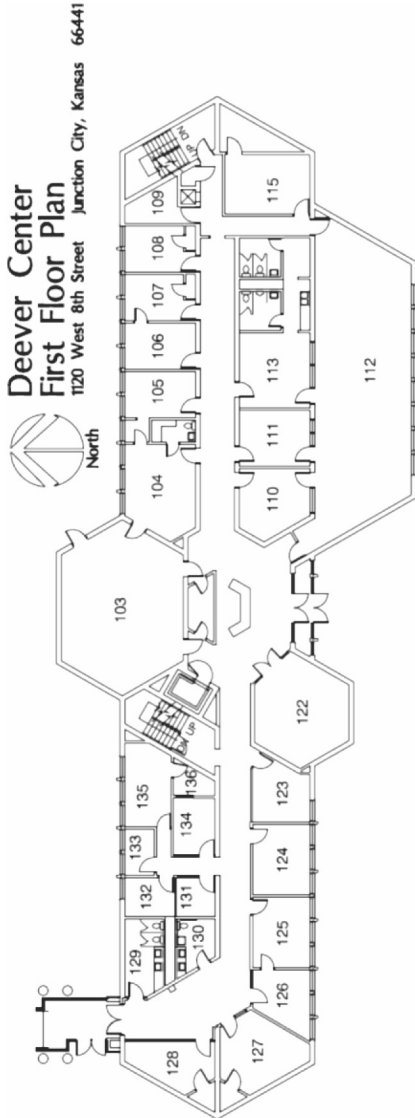
## SECOND FLOOR PLAN





# JUNCTION CITY HIGH SCHOOL – CAREER ACADEMY CAMPUS

## DEEVER BUILDING

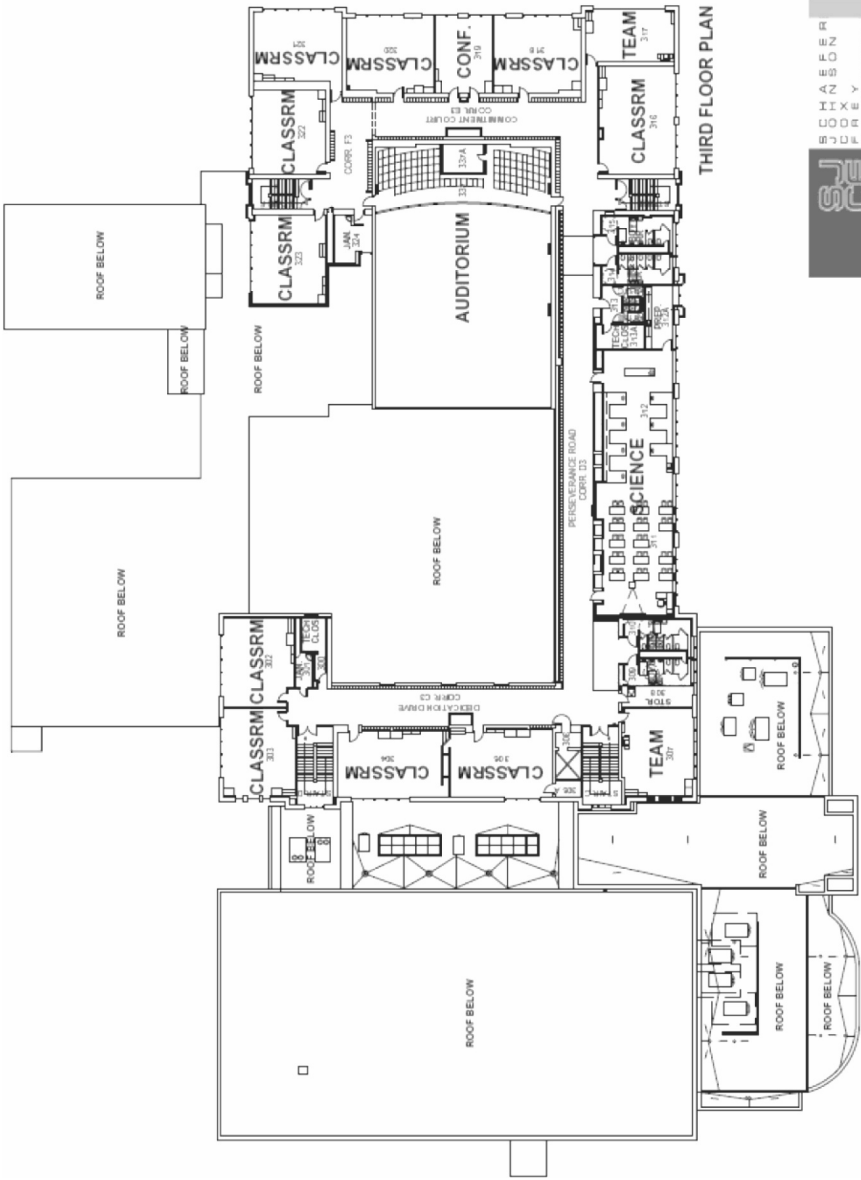






# JUNCTION CITY HIGH SCHOOL – FRESHMAN SUCCESS ACADEMY CAMPUS

## THIRD FLOOR PLAN



## APPENDIX 1

### JGEC Sexual Harassment

(See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination of the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Adopted by Board 07/15, revised 08/14; 09/15

### **JGECA Racial Harassment and Disability Harassment**

**(See GAACA, GAAB, GAF, JDDC and KN)**

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Adopted by Board 07/15; 09/15

## **KN Complaints**

**(See BCBI, GAACA, GAAB, GAAF, IF, IKD and JCE)**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited.

The Chief Operations Officer, 123 N. Eisenhower, Junction City, KS, 66441, (785) 717-4000 has been designated as district compliance coordinator to coordinate compliance with this policy and/or nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the district compliance coordinator.

### **Complaints about Discrimination or Discriminatory Harassment**

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

#### Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
  - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
  - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.



### Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

### Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

### Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

### Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

### Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

### Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Adopted by Board 07/15; 08/14; 09/15

## **GAAF ADMINISTRATIVE GUIDELINES EMERGENCY SAFETY INTERVENTIONS (ESI)**

### **(See GAO, JRB, JQ and KN)**

Safety for students and staff is always our number one concern. There are times when a student may demonstrate physically dangerous and/or destructive behaviors. In those situations, the student, peers and school personnel are at an increased risk for injuries and the student's behaviors may require an immediate use of Emergency Safety Interventions (ESI) by school personnel. The purpose of using ESI is to safeguard and help the student regain control so that learning may continue. In such situations, school personnel may physically restrain the student to protect him/her from injury, from hurting other students or adults, and from violent actions that may be destructive to property. Another intervention may be to remove a student from the scene of imminent danger or injury for a brief period of time. The purpose of this temporary removal is also to prevent students from harming themselves or others.

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 an emergency safety intervention as defined below. 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 information book. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### Definitions (See K.A.R. 91-42-1)

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Mechanical Restraint" means any device or object used to limit a student's movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

#### Prohibited Types of Restraint

- All staff members are prohibited from engaging in the following actions with all students:
- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, **except**:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

#### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis.

At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

### Reporting Data

District administration shall report ESI data to the state department of education as required.

### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

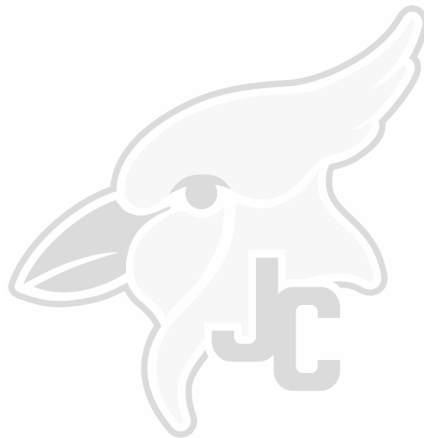
If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Adopted by Board 08/14; Revised 09/15; Revised 09/16



# INDEX

A Message From the Administrative Team .....	5	Health Services .....	15
A Message From the Superintendent .....	5	History of Junction City High School .....	7
Academic and Behavioral Support .....	5	Honor Roll .....	19
Academic Letter .....	20	Identification Cards .....	21
Academy Changes .....	17	JCHS Twilight School .....	19
Acceptable Use Policy-USD 475 .....	24	Junction City High School Administrative Office .....	8
Accreditation .....	8	Junction City High School Bell Schedule .....	4
Activities .....	26	Junction City High School Digital Technology Acceptable Use Policy .....	25
Activity/Club/Organization .....	26	Kansas State High School Activities Association (KSHSAA) - Eligibility Requirements .....	27
Administrative Guidelines for Emergency Safety Interventions .....	23	Key Components of JCHS Academy Model .....	4
After School Decisions (ASD) .....	11	Larry Dixon Center for Innovative Studies (LDC) .....	8
Alternative Sources of Credit .....	18	League Affiliation .....	27
Anti-Discriminatory Policies & Grievance Procedures .....	24	Library/Media Center (JCHS CAC) / Learning Center (JCSH FSA) .....	14
Appearance/Dress Code .....	9	Lockers .....	21
Appendix 1 .....	37	Lunch Period .....	15
Athletics - Information and Policies .....	27	Lunch/Hallway Access .....	15
Athletic Programs .....	27	Make-Up Work Due to Absences .....	13
Attendance Policy .....	13	Mission Statement .....	4
Attendance Requirements for Student Activity Participation .....	29	Parent Right-To-Know .....	20
Attendance/Participation at School-Sponsored Activities & Events .....	22	Parent-Teacher Conferences .....	21
Board of Education .....	8	Parking Lot Policies .....	21
Business, Information and Technology Academy Office .....	8	Professional Qualifications-Staff .....	20
Campus Maps .....	31	Public Displays of Affection/Profanity .....	10
Cell Phone and Non-Educational Electronic Devices .....	9	Rule 52 .....	29
Central Office Staff .....	8	School Closings/Delayed Starting Time .....	23
Change of Address .....	23	School Resource Officer (SRO) .....	16
Class/Club Officer and STUCO Qualifications/Requirements .....	26	Science, Engineering, Technology Academy .....	8
Classification .....	17	Section I: Introduction .....	4
College Bound Student Athlete - NCAA, NAIA, NJCAA Eligibility .....	30	Section II: Procedures/Regulations .....	9
Commercialism .....	22	Section III: Attendance/Tardy Policy .....	13
Compulsory Attendance Enforcement Procedure .....	13	Section IV: Student Services .....	14
Confirmed Skips .....	13	Section V: Counseling/Academic Concerns .....	16
Counseling Services .....	16	Section VI: General Information .....	21
Crime Stopper Hotline .....	16	Section VII: Activities/Athletics/ Student Organizations .....	26
Crisis Plan .....	23	Seven Semester Graduation Rule .....	19
Daily Announcements .....	22	Sexual Harassment .....	23
Deliveries/Messages .....	22	Specific Behavior Violations and Consequences .....	11
District Bullying Policy .....	23	Statement of Need and Purpose .....	29
Drug Free Schools Information .....	23	Student Class Schedules/Schedule Changes .....	17
Fine Arts and Human Services Academy Office .....	8	Student Information Book & Activity Planner .....	3
Flexible Scheduling .....	19	Student Random Drug Testing .....	28
Food/Drinks .....	10	Student Transportation .....	30
Freshman Success Academy .....	8	Student Withdrawal/Transfer Rule .....	17
Freshman Success Academy - Team Requests and Team Changes .....	17	Students in Building After School Hours .....	10
General JCHS Eligibility Guidelines .....	28	Students Leaving During School Hours .....	13
General Searches and Metal Detection Searches .....	9	Suspension and Expulsion .....	11
Grade Cards/Progress Reports .....	20	Tardy Policy (Unexcused) .....	14
Graduating with Honors or Any Honor Recognition .....	20	Testing and Scholarship Dates .....	18
Graduation Requirements .....	18	Textbook Rental .....	21
Guest at School Dances .....	22	Transcript Translation Procedures .....	19
Guest/Visitation Policy .....	22	Transportation of Students Participating in Activities .....	30
Guidelines for Teacher Assistants (TA's) .....	17	USD 475 Board of Education Drug Free Schools Policy .....	23
Hall Pass .....	15	Valedictorian-Salutatorian .....	20
Hall Travel .....	15	Vending Machines .....	15
		Violence Free Schools .....	23
		Withdraw Failing/Passing .....	17