



JUNCTION CITY HIGH SCHOOL

2021 – 2022

STUDENT INFORMATION GUIDEBOOK

(Revised 9/30/2021)

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www.usd475.org

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SECTION 1: INTRODUCTION

VISION – “Educate locally; Impact globally.”

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

A MESSAGE FROM THE ADMINISTRATIVE TEAM

As students across this great nation return to school following a year of epic loss, it gives our hearts great joy to say, “welcome back!” We are so happy to see your faces – in person! As primary sources to a once-in-a-century event, our stories, although similar, are uniquely different. As we each experience our healing, we encourage you to give voice to your experience and embrace one another as we collectively build the next chapter of our lives.

Many changes have occurred. Our faculty and staff look very different from a year ago, but on the face of each staff member, you will see the hope for a bright future. These educators have blended seamlessly into the core of our Junction City community by focusing on students first and building positive relationships. Our mission remains the same - to provide each student with an optimal educational environment that is engaging, authentic, inclusive, innovative, and career-oriented in preparation for their career goals.

As we look around, we see the strength of our community – our diversity is a beautiful tapestry of hopes, aspirations, and dreams. We celebrate this diversity through varying student interests and career/post-secondary plans of study - "if our students can dream it, they can be it!"

Another significant change is our incredible new facility! This state-of-the-art building includes all the design features possible and will propel our students to future career and academic success. What an incredible investment our community partners have made in our JCHS students. Thank you!

Our administrative team is here to serve and support our teachers, students, and community. We are laser-focused on building a learning community equipped to meet everyone’s needs. That is our role. To accomplish this task, we use a data-driven approach to teaching and learning and hold ourselves accountable for student achievement. The dedicated JCHS staff provide each student with quality instruction to support their career journey. Students are encouraged to work collaboratively with the team to develop and implement their Individual Plan of Study (IPS) through a personalized learning approach.

With an annual enrollment of nearly 1600 students, JCHS is proud of the range of resources available to support student achievement, including our Dual Enrollment Courses, Advanced Placement Classes, ACT Prep, Literacy Labs, Multi-Tiered System of Supports (MTSS) Reading/Math Labs, Credit Recovery, Twilight

School, After School Tutoring, and Summer School. Central to our system of supports is the active involvement of the entire learning community – students, parents, and teachers. We invite you to become an active participant in learning by staying connected.

As a learning community, the JCHS staff has continued to seek opportunities to sharpen their skills as lifelong learners. Many teachers were actively engaged in professional learning during the summer months and are eagerly preparing to integrate the strategies learned into their classrooms. JCHS is also a Gemini I member of the Kansans CAN School Redesign effort. We are literally redesigning what school "looks like" from the inside out! Part of this process involves creating multiple learning opportunities that offer students increased choices in learning pace, place, time, and path. We encourage students to enroll in a wide range of challenging courses that prepare them for their goals after graduation.

As a Career Academy, JCHS has established articulation agreements with post-secondary institutions to provide college credit and created the ability for students to leave high school with workplace certifications in a variety of career fields through our outstanding Career and Technical Education programs. While outside of the classroom, students enjoy a plethora of co-curricular and extracurricular activities. JCHS boasts league, regional, state, and national accolades in recent years in both our co-curricular and athletic programs.

At JCHS, we take great pride in our school and its accomplishments, and we welcome your interest in our school as we look forward to an outstanding school year. Be Bold! Be Blue! Go Blue Jays!

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 front of the main entrance signifying the history and heritage of Junction City High School. The 900 N. Eisenhower school building was completed and occupied during the 1958-1959 school year. The building has undergone numerous remodels, enhancements, and additions.

On November 7, 2017, the Geary County Community voted to approve the construction of a new high school facility. The construction of this facility began in March of 2019. We were able to take occupancy of this beautiful facility in August of 2021, just in time for the 2021-2022 school year.

SCHOOL COLORS: Blue and White

SCHOOL MASCOT: Blue Jay

SCHOOL SONG

Where the valley of the Kansas Meets the eastern skies
Proudly, dear old Junction's banners on the breezes rise.
(Chorus) Hail to her and to her colors white beside the blue, Hail to dear old JCHS, Hail to
Junction true
Just beyond the Smoky River In a busy town,
Stands the high school of old Junction Great is her renown.
(Chorus)
Praise her knowledge and athletics, Those of Blue and White
While we swear that to maintain them, We will ever fight.
(Chorus)

FIGHT SONG

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

CENTRAL OFFICE STAFF

Dr. Reginald Eggleston	Superintendent
Dr. Debra Gustafson	Associate Superintendent
Mr. David Wild	Chief Operations Officer
Mr. Timothy Winters	Executive Director of Personnel Services
Ms. Ruth Godbout	Director of Secondary Education
Mr. Nathan Downs	Executive Director of Special Education
Mr. Thomas Wesoloski	Executive Director of Student Support Services

JUNCTION CITY HIGH SCHOOL ADMINISTRATIVE TEAM

Merrier Jackson	Building Principal – Junction City High School
Belle Whaley	Administrative Assistant to the Principal Head Administrative Assistant
Rosland Scott	Registrar
Loretta Junghans	Bookkeeper
Ellie Dillon	Data Specialist
Doris Scripter	Receptionist

CAREER TECHNICAL EDUCATION TEAM

Becky Coy	CTE Administrator
Julia Haas	CTE Assistant

BUSINESS, PUBLIC SERVICE, AND HOSPITALITY ACADEMY TEAM

James Neff	Assistant Principal – BPSH Academy Administrator
Emily Russell	Counselor
Mark Money Penny	Academy Leader
Ashley Stopper	Academy Administrative Assistant

FINE ARTS AND HUMAN SERVICES ACADEMY TEAM

Ruth Stephenson	Assistant Principal – FAHS Academy Administrator
Rachel Hoeme	Counselor
Samantha Boxberger	Academy Leader
Amber McKinney	Academy Administrative Assistant

FRESHMAN SUCCESS ACADEMY TEAM

Marcia Fiorentino	Assistant Principal – FSA Academy Administrator
Sarah Reynolds	Counselor
Mark Money Penny	Academy Leader
Claudia Thornton	Academy Administrative Assistant

SCIENCE, ENGINEERING, AND HEALTH ACADEMY TEAM

Stephen Green	Assistant Principal – SEH Academy Administrator
Rachel Hoeme	Counselor (Letters A – M of SEH Academy)
Emily Russell	Counselor (Letters N – Z of SEH Academy)
Laura Miller	Academy Leader
Damaris Nieves	Academy Administrative Assistant

SPECIAL EDUCATION TEAM

Casey Bell	Special Education Director
Cale Prater	Special Education Coach
Bridget Oliver	Transition Specialist
Teresa Palmer	Social Worker
Cassandra Myskiw	Social Worker

COLLEGE AND CAREER TEAM

TBD	AVID Site Coordinator
Margie Pinaire	Scholarship Coordinator

ATHLETIC OFFICE TEAM

Matt Westerhaus	Athletic Director
Randall Zimmerman	Department Chair
Sharon Bloomdahl	Athletic Secretary

ACADEMIC & BEHAVIORAL INTERVENTION TEAM

Wendy Hancock	Online Credit Recovery Support
Jonathan Jacobson	Instructional Coach
Liz Mendiola	
Kimberly Piper	
Chelsea Todd	Instructional Coach
Dana Wiegand	
Lisa TorresWigton	Instructional Coach

NURSES OFFICE

Rebecca Comfort

Julie Dennis

Michelle Schultze

CAREER AND TECHNICAL EDUCATION

Junction City High School is a career academy high school. Freshmen are part of a team-based Freshman Success Academy. For 10th, 11th and 12th graders there are three career academies available to choose from:

Business, Public Service, and Hospitality (BPSH), Science, Engineering and Health (SEH), and Fine Arts & Human Services (FAHS). Each academy provides career clusters and courses that correspond with career and technical education pathways (CTE). CTE involves a widespread range of academic and career-oriented learning experiences which incorporates a variety of different careers.

Academies, Clusters and Career and Technical Education Pathways at JCHS

Science, Engineering and Health (SEH) Academy		Business, Public Service, and Hospitality (BPSH) Academy		Fine Arts and Human Services (FAHS) Academy	
Cluster	CTE Pathway	Cluster	CTE Pathway	Cluster	CTE Pathway
Agriculture, Food and Natural Resources	Comprehensive Agriculture Science*	Business, Management and Administration	Business Finance*; Marketing*	Arts, AV Technology and Communications	AV Communication*
Architecture and Construction	Construction*	Finance	Business Finance*; Marketing*		Fashion, Apparel, Interior Design (FAID)* <i>Fall 2020</i>
Health Science	Health Science*	Government and Public Administration	JROTC		Performing Arts
Manufacturing	Production (Welding)*	Hospitality and Tourism	Law, Public Safety and Security*		Visual Arts
Science, Technology, Engineering and Mathematics	Engineering and Applied Mathematics*	Information Technology	Restaurant/Event Management (Culinary)*	Education and Training	Teaching/Training*
Transportation, Distribution and Logistics	Mobile Equipment (Auto)*		Web and Digital Communication*	Human Services	Early Childhood Development*
			Network Systems <small>NOT CURRENTLY OFFERED AT JCHS</small>		
		Law, Public Safety, Corrections and Security	Law, Public Safety and Security*		
		Marketing, Sales and Service	Marketing*		

* State recognized CTE Pathway



KEY COMPONENTS OF JCHS ACADEMY MODEL

- Team based Freshmen Success Academy
- Extra support for Math, Reading
- Career exploration and research
- Career Academies: Freshman Success Academy (FSA), Science, Engineering and Health (SEH), Business, Public Service, and Hospitality (BPSH), 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 Board of Regents requirements

SECTION II: ACADEMICS & COUNSELING SERVICES

PROMOTING ACADEMIC SUCCESS

JCHS students are encouraged and expected to practice lifelong learning in preparation for graduating ready for post-secondary opportunities such as additional training or college, the military and other careers. 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, JCHS teachers incorporate literacy strategies appropriate to their subjects and the development of student habits that create strong problem-solving skills into daily instruction.

STUDENT CLASS SCHEDULES/SCHEDULE CHANGES

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

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

To meet graduation requirements

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

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.

WITHDRAW FAILING/PASSING

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

STUDENT WITHDRAWAL/TRANSFER RULE

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 schoolwork to date (as of the day of departure from school).

CLASSIFICATION

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

Sophomore –6 credits Junior –12 credits Senior –18 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. (Sophomores and Juniors—must register with the bookkeeper)

GRADUATION REQUIREMENTS

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

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

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

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

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

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

ALTERNATIVE SOURCES OF CREDIT

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

- **Dual Enrollment**
- **Concurrent Enrollment** — Concurrent Enrollment refers to a cooperative agreement between Junction City High School and Cloud County Community College (CCCC) that allows the enrollment of high school students in Cloud County Community College courses – to be offered at the high school for high school and college credit simultaneously. College credit is contingent upon students' completion of course work and any course entrance requirements and/or exit exams that might apply. High school credit is under the authority and policy of the local USD. While students are in a concurrent college class, the students and the teacher are subject to college policies, procedures, and statutes.

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 the Accuplacer placement testing. In accordance with the 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

- **Summer School** — Junction City High School offers courses for Early Graduation and Credit Recovery as part of its Summer School course offerings. Early Graduation courses are offered for

English IV and/or _____. 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. For additional information, see your Academy Counselor.

Students with a deficient number of credits towards graduation, are eligible to take courses for credit recovery. Credit recovery courses are offered through Edgenuity and students may recover two full credit hours during summer enrollment. For additional information, please see your Academy Counselor or Administrator.

Credit Recovery – Wherever possible, students who fail a core course are reassigned to retake that course with a Kansas certified content area teacher to recover the credit. When this option is not available, credit recovery is provided through Edgenuity. Edgenuity is a computer-based learning platform. Students are assigned to a class with a Kansas certified teacher to recover the credit. The number of courses a student may recover through Edgenuity is based on the number of elective courses each student has. The Credit recovery course is attached to each student's course schedule for transparency. While taking a computer-based course, students are prohibited from

H.D. Karns' Innovations Academy – The HD Karns' Innovations Academy provides an alternative learning environment to enhance student success by embracing intensive individualized education, heightened individual work ethic, and improved collaborative and interpersonal relationships to produce USD 475 graduates who are prepared to be productive members of a 21st century global society. To be considered for the HD Karns' Innovations Academy, students must apply to the Academy. Applications are considered based on date of submission and open positions. If vacancies are not available, students will be placed on a waiting list.

JCHS Twilight School – Twilight School is another credit recovery option available to JCHS students. Students participating in Twilight School may recover two ½ credits per semester.

Regular attendance is crucial for students choosing this credit recovery option. 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.

Twilight School classes begin promptly at 4:00 P.M. and conclude at 5:30 P.M. Monday through Thursday. On days that regular school is not in session, there will be no Twilight School.

FLEXIBLE SCHEDULING

Requests for Flex Scheduling must be made in writing and submitted through the Academy Counselor and Administrator. Eligibility determination is based on a student's academic standing and on-time graduation standing. Students may request the flexible scheduling option to participate in off-campus college classes (proof of enrollment required), internships or for extenuating family circumstances.

HONOR ROLL

Junction City High School Academic Honor Rolls (USD 475 GRADING Policy and Procedures Handbook, pg. 8):

1. Any student with all "A" s in all academic subjects will qualify for the "A" Academic Honor Roll.
2. Any student with any combination of "A" s and "B" s in all academic subjects will qualify for the "A-B Academic Honor Roll.
3. Any student with "B" s in all academic subjects will qualify for the "A-B" Academic Honor Roll.
4. Conduct, effort, and attendance will not be factors in identifying students for academic honor rolls.

TRANSCRIPT TRANSLATION PROCEDURES

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

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

ACADEMIC LETTER

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

GRADUATING WITH HONORS OR ANY HONOR RECOGNITION

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

Students earning 4.000 or higher are designated "Summa Cum Laude" Students earning 3.750-3.999 are designated "Magna Cum Laude" Students earning 3.500-3.749 are designated "Cum Laude"

GRADE CARDS/PROGRESS REPORTS

Grades will be calculated and posted each quarter. Once a grade is posted, it is finalized and posted to the transcript as a letter grade. For passing grades (A thru D), the student will earn .5 credits. Grade cards will be mailed to the student's home of record immediately following the end of each quarter.

The deadline for changing quarter grades (Incompletes) is five (5) school days after the quarter has ended. Parents can access information such as grades, attendance, fees, etc. by using "Family Access in Skyward." To gain access to "Skyward", a parent/guardian can contact their child's academy office. The Academy Secretary will verify the child's personal information and provide directions for accessing the parent portal.

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

COUNSELING SERVICES:

All students are assigned counselor. Counselors provide services to students for all of the following student needs:

1. Educational and career planning
2. Academic difficulties
3. Personal challenges
4. Enrolling in early college, dual credit classes, and internships
5. Scholarship and other financial aid opportunities
6. Applications to vocational schools, colleges, private schools, the military, etc.
7. Job opportunities
8. Conflict resolution and peer mediation
9. College bound/student athlete eligibility and clearing house requirements

PARENT RIGHT-TO-KNOW

Parents may obtain the school and district report cards via the school district's website: www.usd475.org or acquire a copy through the high school office.

PROFESSIONAL QUALIFICATIONS-STAFF

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

- If the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- If 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.
- whether the child is provided services by qualified paraprofessionals.

For additional information, Please Contact: USD 475 Department of Human Resource Services

Mary E. Devin Center
123 N. Eisenhower Junction City, KS. 66441
(785)717-4000

STUDENT-LED PARENT/TEACHER CONFERENCES

This is an opportunity for students to share their academic and workplace readiness with their parents or guardians. In addition to scheduled conferences, teachers, guardians, or students may ask for a parent or guardian meeting at any time. This conference may include the individual teacher, the academy counselor, administrators or any other JCHS faculty. When scheduling a parent meeting that involves other staff members, the teacher will notify the Academy Administrator. Student-Led Conferences are by appointment and may be scheduled using Zoom Video Conferencing, phone conference, or in-person at the convenience of the parent/guardian. Advisors will schedule appointments in collaboration with the Career Advisory Student. Student-Led conferences will be conducted twice a year. Staff will set conferences and keep logs of parent contacts during those scheduled dates. Contact logs and conference notes are maintained in the Academy Office.

QUARTER GRADE SCHEDULE

Quarter 1 – Ends October 22

Quarter 2 – Ends January 14

Quarter 3 – Ends March 11

Quarter 4 – Ends May 17

Last day for SENIORS (grades posted) – May 12th

Graduation – May 15th

SECTION III: STUDENT CAREER SERVICES

PHILOSOPHY AND PURPOSE OF CAREER ADVISORY

Career Advisory is essential to the Academy Model. The primary focus of the Advisory is for students to develop and complete Individual Plans of Study (IPS), Goal setting, and Academy/Career Cluster activities.

1. Students will use the online platform, Xello, to build their IPS, which includes exploring pathways and creating post-secondary goals within a digital portfolio.
2. Career Advisory also focuses on establishing a positive school culture by emphasizing the development of positive student to student and student to staff relationships using the BRAGG (Brag, Relationships, Attendance, Grades, and Goals) Format.
3. Students are assigned advisories by Career Cluster in grades 10-12, and by Team in grade 9.

Career Advisory focuses on the following initiatives:

1. Developing and completing career and lifetime planning using Individual Plans of Study (IPS) through Xello, Goal setting, and Academy and Career Cluster activities.
2. Building relationships with students through one-on-one mentoring, career and academic advising, class and team building activities, collaborative discussions, etc.
3. Facilitating Personalized Learning Time

CAREER ADVISORY PROCEDURES - Career Advisory occurs every day after fourth period.

Monday BRAGG (Brag, Relationships, Attendance, Grades, and Goals) focus

- BRAGG focuses on goal setting, self-reflection, and building accountability
- BRAGG enables students to focus on the journey to a collection of set achievements
- Advisors will review the activities calendar and club rosters with students

Tuesday Counselors, the Scholarship Coordinator, or the Behavior Interventionist will conduct large group planning sessions by Zooming into the classrooms with lessons that may include topics such as:

- Social & Emotional Learning
- College Rep presentations
- Career Exploration
- College Admissions Prep

Wednesday IPS and Post-Secondary Planning

- Students will have lessons to complete in Xello

Thursday Administrative or Academy Check- In

Friday Cluster activities or club meetings

GRADING IN ADVISORY

Career Advisors will award Pass/Fail grades based on completion of scheduled **IPS lessons** and **BRAGG**.

- Required IPS tasks and lessons will be provided to all Advisors.
- Student Advisory Grades will be updated every week.
- Advisors will assess student performance based on student engagement and completion of required IPS activities in Xello and Bragg participation.
- Advisors will post student grades in a prepopulated Skyward Gradebook that will be cloned to all advisers. This clone will provide teachers with the lesson for each week. Advisors will post a score based on 2 points for each lesson or 18 points for the quarter.
- Advisory teachers will award a “P” for passing or an “F” for failing based on a school-wide Blue Jay Advisory grading policy. The following percentages will be used to determine grades: Pass - 80 to 100; Fail - 0 to 79. Students will earn .25 credits for Blue Jay Advisory in each quarter.

STUDENT TO STUDENT (S2S)

New students are assigned to the Student-To-Student (S2S) Advisory. Upon completion of requirements for S2S, new students are given an advisory based on their Career Cluster or Team assignment.

LIBRARY MEDIA CENTER DURING ADVISORY

During Career Advisory, the Library Media Center is for media support, post-secondary activities, career cluster activities, and large-group advisory activities. The Library Media Center is open to students who have a pass from the library or who are accompanied by their assigned advisor. Students must sign in upon entry. Advisors who want to schedule the library for large group activities will do so in advance. The Library Media Center will publish a calendar of events and guidelines for scheduling the library.

LUNCH PERIOD

Junction City High School maintains a “closed” lunch period for all students.

LUNCH/HALLWAY ACCESS

Bells will ring during the lunch periods, refer to bell schedule. Each lunch period will be staggered to avoid congestion at the serving line. Your 3rd period teacher will provide instructions and expectation for lunch.

HALL PASS

Hall passes should be used sparingly. Students are under the supervision of the classroom teacher, and it is imperative that each teacher is able to account for the wellbeing of each of their assigned students. Students are required to have a hall pass and must sign in and out at each location. Hall passes must include the student's name, date, time released, destination, and teacher's signature. Students will follow the established "traffic foot pattern" and ACHIEVE expectations established by the classroom teacher for leaving and returning to the classroom. Sign In/Sign Out sheets will be in each classroom. Student will state their destination along with arrival/departure time.

HALL TRAVEL

Students are provided seven (7) minutes transition time between each period. Students are not permitted to congregate in the hallways. Students are expected to follow the established hallway traffic patterns and to leave the hallway upon arriving at their classroom.

VENDING MACHINES

Vending machines are available for student use daily from 8:00 A.M. to 8:30 A.M. and 4:30 P.M. to 8:00 A.M. The administration reserves the right to limit or deny student access to vending machines. Students will not be allowed to congregate at vending machines. While at the vending machine, students will maintain appropriate distancing as indicated with floor markings and stanchions. The bookkeeper/cashier will not refund money lost in machines. Abuse or damage of any form caused to vending machines will be reported to the School Resource Officer and will be handled as vandalism. Students are not permitted 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, vision and hearing screening, and Individual Health Plans. The nurse is in room 154.

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

ILLNESS AND FIRST AID: First Aid will be given at school and parents will be informed as necessary. Students may be excluded from school if in the judgment of the school nurse they are suspected of having

a communicable disease and/or have an illness or injury that significantly limits their participation in the classroom. Modifications will be made for special circumstances with a note from a doctor. "A student may return to school when symptom free for 24 hours without any fever reducing medications or other medications to relieve symptoms. A student is welcomed to return once the reason for the exclusion is no longer present" (Geary County Schools Family Handbook).

MEDICATION: Students are not allowed to self-carry medication (prescription, over the counter or vitamins/supplements). Parent or guardian can send in a bottle of medication and sign a permission slip form. The medication will be kept locked up in the health office and will be administered as needed or as prescribed by the Doctor. Epi-pens and rescue inhalers are the only exception. Please refer to the Geary County Schools Family Handbook.

SPECIAL HEALTH CONCERN: For specific health conditions, "Parent/guardians should notify the school nurse and teacher of any health concern that could require emergency services, interfere with the student's education, or require adaptations/interventions throughout the school day" (Geary County Schools Family Handbook). If a student cannot fully participate in physical education, a note from a doctor is needed. The note must say what the student cannot do, how long the student cannot participate fully and what type of activity the student can participate in. Recommend using PE/Activity & Healthcare Provided Share Sheet that can be obtained in the nurse's office.

SCREENINGS: The following screenings are conducted:

- Vision: Students in Grades 9 and 11 and new students annually
- Hearing: Students in Grades 9 and 11 and new students annually
- Students with IEPs as required

For matters involving immunizations, medical/religious exemption, illness & injury, parent/emergency/non-emergency notifications, medication administration, exclusions, and 'suicide support, see Geary County Schools Family Handbook. For information concerning Covid-19, see 2020-21 Safety Precautions and COVID-19 Student Health Procedures at USD475.org, COVID-19.

SECTION IV: ACTIVITIES/ATHLETICS/ STUDENT ORGANIZATIONS

Junction City High School offers a well-rounded program of interscholastic sports for both girls and boys. Before a student is eligible to practice/tryout, an online registration must be complete. The athletic program adheres to the rules and regulations of the Kansas State High School Activities Association and Junction City High School Eligibility Guidelines. Pre-Participation Physical Evaluation Forms must be turned in with the JCHS athletic/activities packet and DATED AFTER MAY 1, 2021.

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

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

Beginning Date: August 16, 2021

ONLINE REGISTRATION DUE ONE WEEK BEFORE FIRST DAY OF PRACTICE.

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

Beginning Date: November 15, 2021

ONLINE REGISTRATION DUE ONE WEEK BEFORE FIRST DAY OF PRACTICE.

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

Beginning Date: February 28, 2021

ONLINE REGISTRATION DUE ONE WEEK BEFORE FIRST DAY OF PRACTICE.

ATHLETIC PROGRAMS VARSITY

SPORT	GIRLS	BOYS
Baseball		√
Softball	√	
Basketball	√	√
Bowling	√	√
Golf	√	√
Soccer	√	√
Swimming	√	√
Football		√
Cross Country	√	√
Tennis	√	√
Volleyball	√	
Track	√	√
Wrestling	√	√

For information on programs and coaches, students can contact the Athletic Department, room J113.

LEAGUE AFFILIATION

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

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

The guidelines listed below are written in general terms and are a summary of some of the KSHSAA eligibility rules. More detailed explanations of these rules and guidelines can be found in the KSHSAA manual or can be accessed through the KSHSAA website at www.kshsaa.org. 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.

1. 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.

2. 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. For the 2020-2021 school year, students need to ensure they are enrolled in a minimum of three new subjects of unit weight, or its equivalency, for the quarter, and a total of six new subjects for the semester.

3. 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.

4. 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.

5. 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

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:

1. 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.
2. 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.
3. A student must be enrolled in and attending a minimum of five new subjects (those not previously passed) during the semester. Credit recovery courses do not count towards the minimum of five new subjects.
4. A student must meet all other KSHSAA requirements regarding eligibility.
5. A student-athlete must also comply with requirements/expectations noted in athletic department and team handbooks.

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. The head coach will also monitor the academic/behavior progress of his/her team members.

STUDENT RANDOM DRUG TESTING (KSHSAA Student Participants)

The USD 475 board of Education, 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 have on the learning centers of the brain.

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

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

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

RULE 52

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

Rule 52 requires the following:

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

ATTENDANCE REQUIREMENTS FOR STUDENT ACTIVITY PARTICIPATION

Any student participating in any athletic or activity program sponsored by KSHSAA and/or JCHS must attend school for the entire day's schedule of classes to be eligible and in good standing to practice, perform or compete later 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. Clubs 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:

1. 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.
2. 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. This website provides the tools and information for you to begin planning your college experience. You can also obtain information by accessing the following websites.

NCAA Division I, II, III www.ncaa.org NAIA www.naia.org.

NJCAA www.jmcaa.org.

SECTION V: ATTENDANCE/TARDY POLICY

Attendance (from USD 475 Geary County School's Family Handbook)

When a student is absent, for any reason, it equates to missed academic/instructional contact time, which can impact a student's learning and grades. Junction City High School monitors excused/unexcused absences.

The Geary County Schools Family Handbook states, "When a student is absent from school, an attempt shall be made by the parent/guardian to determine the reason for the absence. The principal will determine the acceptability and validity of excuses presented by the parent(s) or the student" The parent/guardian must call the school before or immediately after a student's absence. If the parent/guardian is unable to telephone the school, a note from the parent/guardian must be received the day the student returns to school. For reasons other than illness or emergency, the school must be notified within three days of the absences will be considered unexcused.

Upon return, the student will immediately report to the Academy Office. The student will be given an admittance slip verifying the absence(s) as excused or unexcused. Students arriving late to class must report directly to class. Student tardies will be recorded by the classroom teacher. 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, or student confirms that the student was absent without the parent's permission or an attending student's location during the school day; whether 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

Makeup Work Due to Absences

After an absence, an opportunity to make up missed work will be extended to the student. "It is the student's responsibility to obtain make up assignments from teachers following an excused or unexcused

absence (per the USD475 Family Handbook).” Students are responsible for contacting the teacher upon return to class. Students involved in school related absences must contact their teachers at least one day in advance of the absence for assignments.

Make-up work must be submitted within two days after returning to the missed class (not including the day of return). Absences exceeding five consecutive days require a re-entry plan developed and monitored by the academy team.

Students Leaving During School Hours

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

Truancy

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

When a student is absent from school, an attempt shall be made by the parent/guardian to determine the reason for the absence. The principal will determine the acceptability and validity of excuses presented by the parent(s) or the student.

Excused and Unexcused Absences. The definition of “excused absence” includes the following:

- A. Personal illness
- B. Health related treatment, examinations, or recuperation
- C. Serious illness or death of a member of the family (principal may require a doctor’s report)
- D. Obligatory religious observances
- E. Required court appearance
- F. College visits when scheduled with a counselor
- G. Participation in a district-approved or school sponsored activity or course
- H. Absences prearranged by parents and approved by the principal or designee
- I. Students of active-duty military personnel may have addition excused absences at the discretion of the principal for visitations relative to leave or deployment.

Absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be inexcusably absent.

Significant Part of the Day (from USD 475 Geary County School’s Family Handbook)

If a student misses two or more hours of the school day, this shall be considered a significant part of the day. Significant part of the school day, for the purpose of truancy, is defined in procedures.

Truancy (Board Policy AEB, IDCE, JBD, and JQ)

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, the building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year, whichever comes first. School year is defined as the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Kansas Department for Children and Families (DCF) (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a General Education Diploma (GED); or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement. Law enforcement officers may return truant student to the school where the student is enrolled, to the student's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant student is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Tardiness

Each building has a set starting and ending time for each school day. Tardies impact student behavior, transitions, and loss of instructional time. Arriving to class late reduces the instructional time for the student who is late; interrupts instructional time for the course; creates additional paperwork for teachers and staff. As a result, JCHS will implement the following steps to address unexcused tardiness:

1. **First tardy:** The teacher will conference with the student and review the school's late arrival policy. A parent/guardian will be notified of the infraction via email or phone call.
2. **Second tardy:** The teacher will notify the parent/guardian of the infraction.
3. **Third tardy:** The Academy Secretary will provide a written parent notice that subsequent violations will result in one-hour detention for each subsequent infraction for the remainder of the quarter.

Student attendance (including tardiness) is taken by the teacher and monitored by the Academy Secretary. Cumulative tardiness incidences are handled in accordance with the USD 475 Code of Conduct (Levels of Misbehavior).

SECTION VI: SAFETY, CODE OF CONDUCT, PRIDE, BEHAVIORAL EXPECTATIONS

Systems of Support at JCHS

Junction City High School provides a Multi-Tiered System of Support (MTSS) model that focuses on the whole learner and their post-secondary career goals. An evidence-based approach, the MTSS model, provides students the targeted academic, social-emotional, and behavioral support needed through target interventions and progress monitoring to ensure the effectiveness of strategies for those requiring additional support.

Student Behavioral Expectations

To support the MTSS program, USD 475 and Junction City High School embraces the integrated practices and processes of “Safe and Civil Schools”. This program accepts students as they are and provides supports to help students move to where they need to be by providing a positive school climate and culture with the goal of insuring students do not fall through the cracks. “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 represent a set of skills, traits, and attitudes that everyone in the school strives to demonstrate. “Blue Jay PRIDE” reflects the best of Junction City High School staff and students through “Preparation, Respect, Initiative, Determination and Ethics.” The five elements of “PRIDE” are promoted in the classroom, in non-classroom areas, in the parking lot, and in school lunch periods. Through “PRIDE”, students are encouraged 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.

“**PRIDE**” is reflected through the following student behaviors:

PRIDE	CLASSROOM	LUNCH PERIOD/ CAFETERIA	HALLWAYS/ RESTROOMS	PARKING LOT
PREPARED	<ul style="list-style-type: none"> • Have appropriate class materials • Class work Complete and Available 	<ul style="list-style-type: none"> • Follow lunch expectations • Know your student ID number/Carry ID. • Eat and remain in appropriate designated areas. 	<ul style="list-style-type: none"> • Follow posted expectations and travel directions • Move quickly and quietly. Travel with the flow of traffic in the hallway 	<ul style="list-style-type: none"> • Safety conscious • Display Parking Permit • Have all needed materials/ personal belongings at all times

RESPECTFUL	<ul style="list-style-type: none"> • Voice levels Determined by Teacher • Follow Social Distancing Guidelines 	<ul style="list-style-type: none"> • Voice level 2 • Use good manners (i.e., polite/appropriate behavior) 	<ul style="list-style-type: none"> • Voice level 2 • Use appropriate language and volume • Engage in positive interactions 	<ul style="list-style-type: none"> • Voice level 3 • Follow Hallway protocols to exit building • Follow parking expectations outlined in student information book
INITIATIVE	<ul style="list-style-type: none"> • Follow Classroom ACHIEVE for activities • Focus on and Participate in Classwork / Activities • Asks questions, seek help when needed 	<ul style="list-style-type: none"> • Dispose of tray/food/trash in appropriate place. • Maintain social distancing and masking • Enter and exit as instructed 	<ul style="list-style-type: none"> • Follow posted expectations for a Safe and Healthy Environment • ACHIEVE • Maintain Cleanliness of Hallways, common areas 	<ul style="list-style-type: none"> • Promote safe habits • Dispose of Trash/Pick Up Trash and Place in Receptacle • Report unlawful suspicious activity
DETERMINED	<ul style="list-style-type: none"> • Take responsibility for your actions and academic success. • Give your best effort 	<ul style="list-style-type: none"> • Keep peers safe through positive choices • Be a positive example for others 	<ul style="list-style-type: none"> • Use and treat Equipment and facilities Properly • Display appropriate behaviors in the hallway and restrooms. 	<ul style="list-style-type: none"> • Make decisions that do not put others at risk • Comply with all traffic ordinances
ETHICAL	<ul style="list-style-type: none"> • Complete your own work • Follow guidelines for use of social media/JCHS digital technology 	<ul style="list-style-type: none"> • Stay in designated area(s) during lunch. • Behaviors impact safety and health of others 	<ul style="list-style-type: none"> • Report to your approved destination. • Be Honest with others when asked a question. 	<ul style="list-style-type: none"> • Value others and right to access parking lot • Report unacceptable behaviors

As a result of community and district concerns regarding Covid 19, Junction City High School is implementing Safe and Healthy measures for students to practice. Safe and Healthy measure are best promoted through pride. Measures include:

Wash hands regularly and use sanitizer
 Use a tissue when coughing or sneezing
 Keep surfaces clean

Practice proper social distancing
 Avoid touching your face

NOTICE:

Junction City High School is under CCTV Surveillance

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

Students must respectfully follow district and school policy and any additional directions as instructed by school personnel and other persons placed in authority. The 2021-2022 school year is unique because of

Covid-19. JCHS will implement protocols throughout the year which are based on national, state and local health agency guidelines as well as conditions at JCHS and in our local community. Student cooperation in adhering to expectations and protocols is a must to safeguard the safety and well-being of students and staff.

GENERAL SEARCHES AND METAL DETECTION SEARCHES

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

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

Cell Phone Policy

To ensure the integrity of the learning environment during the instructional day student use of mobile devices is a privilege. Abuse of this privilege will result in consequences beginning with confiscation of devices, parent conference, detention, suspension, or loss of other privileges such as participation in school-related activities.

Cell phones and all functions within the cell phone (i.e., cameras and all other applications) are strictly prohibited in restrooms, dressing/changing areas, and all Physical Education Areas.

Cell phones and all functions within the cell phone (i.e., cameras and all other applications) are strictly prohibited in the following areas unless expressly permitted by staff for educational purposes: Classrooms, Science Labs, and all School Office Areas.

Headphones and other Bluetooth devices are prohibited during instructional time however, they may be used in the hallways and shared spaces. The media volume should be set to a safe level that only the person using the device can hear. Cell phones must be on vibrate or silent mode when used to hear no audible ring tone. Compliance with staff directives, including but not limited to ending phone/video conversations, using appropriate voice volume, and device volume, is expected.

Students are expected to respect the rights of others, adhere to the code of conduct and the JCHS academic honesty policy. Photographing/video recording and using cell phone devices for unlawful purposes are subject to severe disciplinary action, up to and including suspension and expulsion, and may, if applicable, be reported to the Junction City Police Department.

Dress Code (JCDB Dress Code, Adopted by Board 07/15, Revised 02/16)

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled. Dress codes shall be published in the appropriate student handbooks.

Appropriate Dress for Students (As Per USD 475 Geary County School's Family Handbook)

A student's personal appearance is the responsibility of the student and his/her parents/guardians but becomes the responsibility of school administration when it disrupts learning. School administration reserves the right to make decisions concerning the appropriateness of a student's attire, reserves the right to have a student remove any item deemed inappropriate for school, or to send a student home for a change of attire.

APPEARANCE/DRESS CODE AT JCHS (Policy Developed in Collaborative JCHS STUCO)

A standard of dress exists at Junction City High School. Casual attire reflecting career readiness and promoting a positive and safe learning environment is the expectation for all students. Examples include dresses, dress pants, dress shirts, polo shirts, khakis, jeans, shorts, skirts, casual pants, casual shorts, blouses, sweatshirts, sweatpants, leggings (worn with tastefulness), athletic shirts, and t-shirts.

Enforcement of the dress code will not discriminate based on students' sex, gender, sexual orientation, race, religion, household income, or body shape.

JCHS standards of dress are not limited to this specific list but instead align with the preferred attire of our local business partners in the workplace environment and association with the guidelines and support of our Student Council.

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

- Clothing that inappropriately exposes chest area, midsection, buttocks, undergarments, or does not cover skin sufficiently (i.e., bralettes, boxers under low-slung jeans, and excessively short clothing).
- Excessively tight clothing, tube tops, or strapless clothing is prohibited.
- Clothing and accessories advertise violence, illegal activities, gang affiliation, alcohol, tobacco, or illicit drugs.
- Clothing with language or symbols that are vulgar, and offensive is prohibited.
- Bandanas, blankets, pajamas, and slippers
- Head coverings including, but not limited to, caps, hats, and hoods are not allowed unless they are necessary for safety in specialized classroom programs. In these instances, headwear should only be worn during that class and not during the rest of the day.
- Sunglasses or similar eye coverings are not permitted inside the building.

Additional expectations regarding dress code:

- Face coverings will meet dress code guidelines.
- A student's dress and grooming should not threaten the health or safety of the student or other individuals. For example, students must wear hard sole shoes while on school property or during school-sponsored activities for protective purposes.
- Parents and guardians are encouraged to monitor their student's dress 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., chains exceeding 6 inches, studded accessories, etc.).
- Coaches, directors, and sponsors of extracurricular activities will ensure that each student's attire applies to the event and meets NFHS/KSHSAA/School and District guidelines.

JCHS provides exemptions from such policies or codes for students to wear religious clothes, head coverings, symbols, or other attire.

The school requests that parents or guardians contact their student's academy administrator when health and medical reasons require exceptions to the guidelines.

JCHS faculty reserves the right to make decisions concerning the appropriateness of a student's attire to ensure standardization of student dress. JCHS Administration also reserves the right to confiscate any wrong item for school or 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 appearance/dress code violations, students will be asked to change dress or 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 or workplace environment and it puts the safety and health of individual students at risk. 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 workplace 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 perceived by others.

FOOD/BEVERAGES

Food/beverages brought into the campus buildings must be in a closed container and will not be shared with other students. Any items brought into the campus buildings are subject to search.

Food/beverages in classrooms is up to the discretion of the individual classroom teacher. Students not in compliance will be asked to dispose of their food or beverage.

Food/Candy sales (for fundraisers) must have building administrator approval, may only take place in the common areas before/after school, and must be sold in the original commercially packaged wrapping. Food 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.

Building Access (Interpreted from USD 475 Geary County School's Family Handbook)

USD 475 understands the role that monitoring the access to its facilities has on the safety and security of students, staff, and visitors. As such, JCHS will implement the following systems, principles, and procedures.

Staff and students are directed not to open external doors for anyone, including students, faculty, and students. Visitors, students, and staff must enter and exit at designated exterior doors only.

- While visiting the campus, students and guests will be directed to a staffed or monitored entrance
- A valid reason for facility access will be ascertained before granting admittance. Individuals deemed to have a business or educational need will be allowed entry into the building.
- Visitors will present a valid picture identification for verification purposes.
- Staff will ask for identification from individuals unknown to them.
- Visitors will sign the school's security log and wear a visitor's badge (visible to staff) before exiting the security gate.
- Visitors will sign out and return the visitor ID when exiting the building.

AFTER SCHOOL DECISIONS (ASD)

ASD is 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 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 expectations 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 for two hours after school (to start 10 minutes after the last dismissal bell)

Students will not be admitted to ASD if they arrive more than 10 minutes after the dismissal bell, unless they have a pass from an administrator. Students will serve ASD only on the days in which it is designated.

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 academic work at all times, and therefore will not be allowed to talk, socialize, listen to electronic devices, play games, write personal notes, or sleep.
4. Food/beverages are not allowed in the ASD room.
5. Students are responsible for making their own arrangements for transportation from the ASD location to their homes.

STUDENT CODE OF CONDUCT

Geary County Schools strives to create a safe and cohesive culture with students and staff as reflected in the district Mission Statement and Core Values. JCHS supports this culture by administering the “Student Code of Conduct” as written in Board Policy JCDA and by implementing the leveled system of misbehavior as identified in the USD 475 Geary County Schools Family Handbook and in Appendix 3 of this Student Information Book. Administrators and staff will respond appropriately to student behaviors that materially and substantially interferes with the educational process.

SUSPENSION AND EXPULSION

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

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation
- Conduct which substantially disrupts, impedes, or interferes with school operation
- Conduct which endangers the safety or substantially impinges on or invades the rights of others
- Conduct which constitutes the commission of a felony
- Conduct at a school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with a school operation
- Possession of a weapon at school, on school property or at a school-sponsored event

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

Officer. Students must successfully complete their assigned suspension to be reinstated in good standing at JCHS.

As outlined in the USD 475 Geary County Schools Family Handbook, Saturday School is an alternative or make-up for out of school suspension. The purpose is to make up the time missed or use it to reteach social skills that have not been learned.

SPECIFIC BEHAVIOR VIOLATIONS

USD 475 Code of Conduct is in Appendix 3. It establishes district wide behavior expectations, definition of actions, levels of misbehavior, and administrator responses based on severity of misbehavior. It is important students understand they do not have the right to take away the opportunity for other students to learn nor do they 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.

Besides being addressed in the USD 475 Code of Conduct, the JCHS Administrative Team wants to bring special attention to the following misbehaviors:

- A. **PHYSICAL FIGHTING:** Physical confrontation is forbidden on school premises. Physical confrontation is also forbidden during the lunch period while off campus, and in-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:** Verbal harassment, arguments or confrontations will not be tolerated. (See, General Information section — Sexual Harassment)
- C. **GANG-RELATED ACTIVITY:** 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. 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.). School administration reserves the right to define such activity gang-related and to admonish individuals accordingly.
- D. **THREATS / VERBAL ABUSE OF STAFF MEMBER**
- E. **DISRESPECT, DEFIANCE / INSUBORDINATION:** Willful and/or profane disobedience of a staff member's reasonable request.
- F. **ALCOHOL/ILLEGAL DRUGS/INTOXICANTS:** Board policy (JDDA) prohibits, "...the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on, in, or in school property, or at school sponsored activities or events is prohibited." This policy applies to the possession of any form of drug use paraphernalia to include the possession of e-cigarette devices, vapor pens or any device that can be used to consume intoxicants. It also applies to any legally acquired product that when not used as directed by the

manufacturer or fabricated with the intent to change the product's composition would alter the normal function of the body or produce a psychoactive effect. Examples include inhalants, household products and over the counter medicines. Students under the influence will be determined by a combination of observation, physical signs and symptoms and vital signs. Exceptions to this policy are those inhalants and/or medications prescribed by a Doctor, registered with the school nurse and allowed to be in the student's possession by the school nurse (See General Information section — Drug Free Schools)

- G. **TOBACCO:** Kansas statute and board policy prohibits the use of drugs, alcohol and tobacco on district property. Board policy (JCDA) and the Geary County Schools Family Handbook states "The use and/or possession of any tobacco product or nicotine delivery device (including vaping) by students is prohibited in any district facility; in school vehicles; at school- sponsored, activities, programs, or events; and on school owned or operated property." This policy applies to any student regardless of whether the student is of age to purchase tobacco products legally. Furthermore, Board Policy
- H. and the Geary County Schools USD 475 defines tobacco product to include "...any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.". (See General Information section — Drug Free Schools)
- I. **WEAPONS:** 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.
- J. **FALSE ALARMS:** Fire alarm or bomb threat.
- K. **PROPERTY DAMAGE / VANDALISM / THEFT:** Any student who, through misuse or carelessness, damages or destroys school property shall make restitution.
- L. **GAMBLING**
- M. **POSSESSION OF OR ATTEMPTS TO USE STOLEN OR LOST PROPERTY:** All lost or stolen property, including tests, School Identification, etc., should be immediately reported to the student office.
- N. **ACADEMIC MISCONDUCT/CHEATING:** To steal or pass off as one's own (the ideas or work of another) by using passages, materials, words or ideas that come from someone or something else, without properly naming the source. Commonly referred to as plagiarism, examples include but are not limited to:
 - a. Copying someone's assignment
 - b. Copying text or other materials from the internet or other source without citing them
 - c. Paraphrasing items from a book or article without citing them
 - d. Using translation software to translate sentences or passages
- O. **MISBEHAVIORS OCCURING DURING DISTRICT PROVIDED TRANSPORTATION:** 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. Misbehaviors either reported by district provided transportation services or by coaches/sponsors of athletic programs or activities will be handled in accordance with the USD 475 Code of Conduct.

Transportation guidelines are located at <http://www.usd475.org/transportation>. For inappropriate behaviors not addressed by the District Transportation Guidelines, the USD 475 Code of Conduct will apply in those circumstances.

- P. **ABUSE OF PARKING PRIVILEGES** – The parking lots at JCHS are provided for the use of Staff, Parents, and Patrons of Junction City High School. Student parking is a privilege. Failure to behave appropriately when operating a vehicle on JCHS premises may result in disciplinary actions.

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.

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 717-4240.

SECTION VII: GENERAL INFORMATION

EARLY DISMISSAL

To reduce check out delays, the parent must write a note to the academy office specifying the date, time, and reason for the request. Students are responsible for bringing the note to the academy office the morning of their early dismissal. The student will then be given a pass to come to the Main Office at the designated time of departure. There may be times when a parent must make an appointment with the doctor during the current school day, but please make sure the child is aware that a parent will be calling for an appointment. It is the student's responsibility to then check with the academy office (in between classes) to see if the parent has called with the dismissal time. The academy office will follow up by contacting the parent to verify the early dismissal. If the parent cannot be reached to verify the early dismissal, the student could be refused permission to leave. When picking up a student, the parent must come to the main office to meet the child and sign the early dismissal book. Students will be allowed to leave with another parent if a note is presented to the administration and parental approval is confirmed.

Academy Office Telephone Numbers:

Freshman Success Academy (FSA): 717-4207

Business Public Service and Hospitality (BPSH) Academy: 717-4208

Fine Arts Human Services (FAHS) Academy: 717-4206

Science, Engineering, and Health (SEH) Academy: 717 - 4209

TEXTBOOKS

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

LOCKERS

A limited number of lockers are available upon request. 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. Lockers will be assigned on student request. Students must use lockers assigned to them. No unauthorized trading of lockers is allowed. All questions about lockers should be addressed to the Bookkeeper. 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 always have their I.D. cards with them. 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 bookkeeper (M102Q) to request a retake. The cost for a replacement I.D. card is \$5.00 and must be paid prior to issuance of the replacement I.D. card. Uses of I.D. cards include but are not limited to:

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

PARKING LOT POLICIES

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

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

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

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

GUEST/VISITATION POLICY

A "guest" is defined as a non-JCHS student or employee. The following policies apply to all guests:

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

GUESTS AT SCHOOL DANCES

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

ATTENDANCE/PARTICIPATION AT SCHOOL-SPONSORED ACTIVITIES & EVENTS

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

DELIVERIES/MESSAGES

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

Students will be asked to pick up other deliveries in the Main Office.

DAILY ANNOUNCEMENTS

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

COMMERCIALISM

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

CRISIS PLAN

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

SCHOOL CLOSINGS/DELAYED STARTING TIME

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

CHANGE OF ADDRESS

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

STUDENT RANDOM DRUG TESTING POLICY

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

Although the USD 475 random drug testing policy is designed for students participating in KSHSAA sponsored activities, any USD 475 parent/guardian/custodian may request to have their student OPT -IN to the random pool of student rosters. A consent form to OPT -IN to the policy may be picked up in the activities office and/or any academy office. See Section VII, Activities/Athletics/Student Organizations, Student Random Drug Testing (KSHSAA Student Participants) for more information regarding Random Drug Testing Policy.

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

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

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

USD 475 complies with FERPA and CIPA guidelines.

JUNCTION CITY HIGH SCHOOL DIGITAL TECHNOLOGY ACCEPTABLE USE POLICY

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

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

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

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

Students who violate this policy may also be subject to further disciplinary action, including suspension or expulsion. This policy applies to one to one, networking system and other digital applications provided by the school district.

Student expectations:

1. 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.
2. Students must participate in digital citizenship instruction.
3. 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.
4. Students must share this information with a parent and/or guardian. Guardians have the right to opt their student out of participating in the classroom social media site by submitting an "Opt Out Letter" to the student's academy administrator.

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

POLICIES AND GUIDELINES SPECIFIC TO BOARD POLICY

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

APPENDICES

APPENDIX 1 - Student Diversity and Inclusion (Board Policy JGECB)

USD 475, Geary County Schools is committed to creating an educational environment that embraces diversity, equity, empathy, and inclusion for all students. USD 475 will create an engaging and welcoming school district culture where students, parents, employees, and community members feel valued, respected, and included.

USD 475 students are individually unique and special and are our community's greatest asset.

Geary County Schools recognizes the inherent value in the diversity our students and staff bring to our schools and acknowledges that education excellence requires a commitment to equity in the opportunities provided to all students and staff.

Geary County Schools embrace student differences in age, color, national origin, disability, ethnicity, socio-economic status, sex, gender identity and sexual orientation, along with any other individual characteristics. To help our students achieve their full potential, USD 475 will improve the quality of each student's instructional program to ensure greater equity and access to all the resources and opportunities the school district offers.

The principles of fairness, equity, and inclusion for all students will be reflected in all the district's educational programs, activities and opportunities provided by Geary County Public Schools. USD 475's commitment to diversity, equity and inclusion includes:

- Respectful communication, inclusion, and cooperation between and among all students and staff.
- Including student participation in the development of the district's academic and activity programs through student representation and student perspectives in educational decisions.
- Celebrating and including the history and experiences of different races, cultures, and nationalities in the classroom and in all school district activities and programs.
- Providing a greater understanding and respect for the rich diversity of experiences USD 475 students bring to their educational environment
- Each student will experience an engaging, positive, and challenging educational opportunities and extracurricular activities that build on their strengths, passions, and interests.
- Each student will have an opportunity to graduate having obtained the life skills including respect, understanding for diversity, equity and inclusion required in any post-secondary pursuit
- Programs supporting student social, emotional, academic, and health needs will focus on promoting understanding and acceptance of other students through respect, understanding and positive, inclusive student relationships.
- Address cultural and social biases, practices and barriers that impede equal access to educational opportunities, negatively impact student success, and perpetuate the achievement gap.

Geary County students and staff have a responsibility to treat others with dignity and respect, and value the collaborative contributions of others. All students are expected to demonstrate respect and empathy towards others during the school day and in all school sponsored activities.

APPENDIX 2 - GUIDELINES FOR STUDENT TEACHER ASSISTANTS (TA's)

Student Teacher Assistants support the academic curriculum and the day-to-day operations of the school by assisting staff with clerical duties such as sorting, filing, stapling, organizing materials, and/or errands within the building. TAs may not be used for personal errands or business on or off campus and will remain on campus. For placements during the lunch block, Teacher Assistants and the assigned teacher will have the same lunch time. In accordance with FERPA requirements, TAs must never have access to any Personal Identifiable Information (PII).

TA Applications are available in the academy office for eligible students. Approval and placement are the responsibility of each academy administrator. Students may enroll as an assistant for one class period per semester.

Teacher Assistant Credit Guidelines

1. Teachers will be allowed one (1) teacher assistant per day.
2. Teachers will not be allowed to have teacher assistants during planning time.
3. A student who is dropped or removed from a class by an administrator cannot replace that class with a teacher assistant.
4. Changes from academic class to a teacher assistant within the time allowed for regular schedule changes will be allowed.
5. A student will receive a regular grade and 1/2 credit for each semester of teacher assistant.
6. A student may earn a maximum of 2 TA credits during his/her high school career.

APPENDIX 3 – Bell Schedules

FULL DAY BELL SCHEDULE

1 st Block	8:30 – 9:55
2 nd Block	10:02 – 11:27
3 rd Block & Lunch	11:34 – 1:36
4 th Block	1:43 – 3:08
IPS ~Advisory	3:15 – 3:50

“1st” Lunch (11:34 – 12:04): Class from 12:11 – 1:36

“2nd” Lunch (12:18 – 12:48): Class from 11:34 – 12:11, Lunch, Class Cont. from 12:55 – 1:36

“3rd” Lunch (1:06 – 1:36): Class from 11:34 – 12:59

TWO HOUR DELAY BELL

1 st Block	10:30 – 11:35
2 nd Block & Lunch	11:42 – 1:26
3 rd Block	1:33 – 2:38
4 th Block	2:45 – 3:50

:26

“2nd” Lunch (12:26 – 12:56): Class from 11:42 – 12:19, Lunch, Class Cont. from 1:03 – 1:26

“3rd” Lunch (12:56 – 1:26): Class from 11:42 – 12:49

PEP RALLY BELL SCHEDULE

1 st Block	8:30 – 9:50
2 nd Block	9:57 – 11:17
3 rd Block & Lunch	11:24 – 1:26
4 th Block	2:45 – 3:50

“1st” Lunch (11:24 – 11:54) Class from 12:01 – 1:26

“2nd” Lunch (12:08 – 12:38): Class from 11:24 – 12:01, Lunch, Class Cont. from 12:45 – 1:26

“3rd” Lunch (12:56 – 1:26): Class from 11:24 – 12:49

APPENDIX 4 – High School Calendar

Junction City High School 2021-2022 Academic Calendar														
Qtr1	Qtr2	Qtr3	Qtr4	Qtr End		Graduation		Teacher Work Day						
	Prof. Dev.					P/T Conf. window		Teacher Duty Day						
△	Flexible Inservice					Seniors last day		Pep Rally						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
August							January							
1	2	3	4	5	6	7								
8	9	10	11	12	13	14	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	16	17	18	19	20	21	22	
29	30	31					23	24	25	26	27	28	29	
September							February							
			1	2	3	4							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	
26	27	28	29	30			23	24	25	26	27	28	29	
October							March							
					1	2						1	2	
3	4	5	6	7	8	9	6	7	8	9	10	11	12	
10	11	12	13	14	15	16	13	14	15	16	17	18	19	
17	18	19	20	21	22	23	20	21	22	23	24	25	26	
24	25	26	27	28	29	30	27	28	29	30	31			
31							April							
November							May							
	1	2	3	4	5	6							1	2
7	8	9	10	11	12	13	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	17	18	19	20	21	22	23	
28	29	30					24	25	26	27	28	29	30	
December							May							
			1	2	3	4	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	8	9	10	11	12	13	14	
12	13	14	15	16	17	18	15	16	17	18	19	20	21	
19	20	21	22	23	24	25	22	23	24	25	26	27	28	
26	27	28	29	30	31		29	30	31					

APPENDIX 5

Code of Conduct

<i>Levels of Misbehavior</i>				
<i>Level 1 - Minor</i>				
Minor misbehaviors that staff can correct adequately at the time and in the environment in which they occur. We refer to these as “teachable opportunities” therefore, they are not addressed on this document				
<i>Level 2 - Major</i>				
Infractions may not require administrative involvement, but they do require documentation and a response.				
<i>Level 3 - Severe</i>				
Infractions are serious misbehaviors that require administrative response.				
<i>Level 4 - Extreme</i>				
Infractions are extreme misbehaviors that require administrative response. This includes behaviors that are illegal or so extreme that the misbehaving student’s continued presence in a setting poses a threat to physical safety OR to adult authority.				
Reference USD 475 Geary County Schools Family Handbook for Discipline Actions/Definitions for Levels of Behavior.				
<i>INFRACTIONS</i>	<i>DEFINITIONS</i>	<i>Level 2 Major</i>	<i>Level 3 Severe</i>	<i>Level 4 Extreme</i>
Academic Misconduct/ Cheating	Any type of cheating, plagiarism, fabrication, deception, bribery or sabotage. This includes forgery.	C, ACT, DET	ASD, ISS, SS	OSS
Arson	To unlawfully and intentionally damage or attempt to damage any school or personal property by fire or incendiary device. This includes firecrackers, fireworks, and trash can fires if those items contribute to a damaging fire.		ISS, SS	OSS, LoC, LTS, E, LE
Assault-Other	Causing physical harm to an individual(s). Assault if further defined by one of the following	C, RES, ACT, DET	ASD, ISS, SS	OSS, LE, CoP,LoC, LTS, E

	classifiers: physical, sexual, kidnapping or robbery.			
Behavior-Other	Type of behavior incident other than disruptive, obscene, insubordination, or failure to serve a sentence. Requires a description.	C, RES, ACT, DET	ASD, ISS, SS	OSS, LE, CoP, LoC, LTS, E
Bullying-Relational	The systematic diminishment of a targeted student's sense of self with the goal of hurting them or sacrificing their standing within their peer groups. This includes intentional ignoring, isolating, excluding, shunning and gossip.	C, RES, ACT, DET	ASD, ISS, SS	OSS, LE, LoC, LTS
Bullying-Cyberbullying	Bullying by use of any electronic communication device through means, including, but not limited to, email, instant messaging, apps, blogs, phones, devices, online games, and websites.	C, RES, ACT, DET	ASD, ISS, SS	OSS, LE, LoC, LTS, CoP
INFRACTIONS	DEFINITIONS	Level 2 Major	Level 3 Severe	Level 4 Extreme
Bullying-Physical	Use of overt bodily acts, such as hitting, tripping, shoving, slapping, punching, kicking, damaging or destroying personal property, hazing, or biting to gain power over a peer. M		ASD, ISS, SS	OSS, CoP, LoC, LTS, LE
Bullying-Verbal	Use of language, such as name calling, teasing, taunting, threatening, cruel criticism, belittling, personal defamation, racist slurs, sexually suggestive/abusive remarks, extortion, to gain power over peers.	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, LE
Cumulative Tardies	Cumulative (total) preset number of tardies accumulated by the student.	C, ACT, DET	ASD, ISS, SS	TH, CoP, LoC
Disrespect	Lack of courtesy in word, behavior, gesture or action. Not related to Insubordination, bullying-verbal, or profanity.	C, RES, ACT, DET,	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE

Disruptive Behavior	Behavior which substantially disrupts the orderly learning environment. Does not involve violence, property damage, or obscenity.	C, RES, ACT, DET,	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Dress Code Violation	Clothing/apparel, inclusive of hats, scarves, shoes, jackets that violates established dress code standards.	C, RES, ACT, DET	ASD, ISS, SS	OSS
Drug- Paraphernalia Possession	Having equipment (e.g., bong, pipe, etc.) for use in consuming illegal drugs in one’s pocket, locker, bag, or car, etc.		C, RES, ACT, DET, ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Drugs-Other	Type of drug related incident other than marijuana possession, marijuana use, marijuana solicitation/sale, illicit drug possession, illicit drug use, or drug paraphernalia. Requires description.		C, RES, ACT, DET, ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Failure to Serve	Refusal to serve or willful noncompliance with discipline actions taken as a result of a previous discipline incident, particularly related to detentions, probation or restitution.	C, ACT, DET	ASD, ISS, SS	OSS, LE
Fighting	An assault that causes physical harm to an individual. All incidents of violence are required to be reported by law.	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Harassment - Hate Related	Repeatedly annoying or attacking a student/group of students or other personnel which creates an intimidating or hostile educational or work environment related to race, ethnicity, social status, group membership, etc.	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Harassment	Repeatedly annoying or attacking a student/group of students or personnel which creates a hostile education environment. This can be considered continual teasing that was asked to stop.	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE

Harassment –Sexual	Repeatedly annoying or attacking a student/group of students or other personnel which creates an intimidating or hostile educational or work environment related to unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment.	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Horseplay	Disruptive behavior that is considered playful by all participants. Not related to taunting or bullying.	C, RES, ACT, DET	ASD, ISS, SS	OSS
Illicit Drug Use	Smoking, snorting, injecting, ingesting, or otherwise using an illegal drug or over the counter medication in violation of school policy.		C, RES, ACT, DET, ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Inappropriate Use of Technology	Use of school computer or equipment for inappropriate uses such as viewing inappropriate material, changing, school records, etc.	C, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, LE
Insubordination	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.	C, RES, ACT, DET	ASD, ISS, SS	OSS, LoC, LTS, E
Intimidation- Threat	Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to an actual physical attack. M/F	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Lying	Delivering a message that is untrue and/or deliberately violating rules.	C, RES, ACT, DET		
Marijuana Possession	Having marijuana or another cannabinoid in one’s pocket, bag, car, locker, etc. M/F		C, RES, ACT, DET, ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Obscene Behavior	Language, actions, written correspondence that is considered offensive as it relates to	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE

	language lewdness, or to stimulate sexual behavior. M			
Physical Aggression	Behavior that can lead to physical or emotional harm of another. This can be verbal and/physical. It is including the damaging of physical property. M/F	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Physical Assault	Touching or striking of another person against his/her will or intentionally causing bodily harm to an individual (battery). M		C, RES, ACT, DET ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Profanity	The use of non-school appropriate language such as curse words, slang terms and related words in an oral, written, or gesture. This is not inclusive of harassment or racial slurs. M	C, ACT, DET	ISS, ASD	SS, OSS, CoP, LTS, E
INFRACTIONS	DEFINITIONS	Level 2 Major	Level 3 Severe	Level 4 Extreme
School Threat	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building/property, or to harm students or staff.	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Sexual Assault	Oral, anal, or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. This includes rape, fondling, indecent liberties, child molestation, and sodomy.		C, RES, ACT, DET ASD, ISS, SS	ACT, ISS, SS, OSS, CoP, LoC, LTS, E, LE
Skipping	Considered being absent (unexcused) in violation of state, school district, or school policy related to attendance.	C, ACT, DET, AC	ASD, ISS, SS	OSS, CoP, AC, LoC, LTS, E

Tardies- Unexcused	Considered being late/absent in violation of state, school district, or school policy related to attendance.	C, ACT, DET, AC	ASD, ISS, SS	TH, CoP, LoC
Theft	The unlawful taking of property belonging to another person without threat, violence or bodily harm. M/F	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Threat-Other	Actions causing fear or harm without a physical attack. Threat is further defined by one of the following classifiers: intimidation, individual bullying, hate related, sexual, school or other.	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Threats of Serious Violence	Actions (verbal/written) that cause fear or harm without a physical attack. M/F	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Tobacco/Nicotine Delivery Possession	Having tobacco in one's pocket, bag, car, or locker, etc. I/M		C, RES, ACT, DET, ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Tobacco/Nicotine Delivery System Other	Type of tobacco related incident other than possession, use or solicitation/sale. This also contains any nicotine delivery system: gum, vaping, cigar, cigarillo, electronic cigarette. Requires description. I/M		C, RES, ACT, DET, ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Tobacco/Nicotine Use	Smoking, inhaling, chewing, or other forms of using tobacco I/M		C, RES, ACT, DET, ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE

Truancy	Violation of state, school district, and school policy relating to school attendance.	C, ACT, DET, TR, AC	ASD, SS	CoP, LoC, DE
Vandalism Other	Willful destruction or defacement of property. Type of vandalism incident other than school property or personal property. Requires description M/F	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Vandalism Personal Property	Willful destruction or defacement of an individual's property or property belonging to a group other than the school district. M/F	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Vandalism School Property	Willful destruction or defacement of property belonging to the school district.	C, RES, ACT, DET	ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE
Verbal Conflict	An argument that is verbal in nature, potentially disruptive as a result of conflict, anger or rage. No physical contact.	C, RES, ACT, DET	ASD, ISS, SS	OSS, LE
Weapons Other	Type of weapon incident other weapons possession, weapon use, or weapon solicitation/sale. Requires description of weapon. M/F		C, RES, ACT, DET, ASD, ISS, SS	OSS, CoP, LoC, LTS, E, LE

USD 475 LEVELS OF MISBEHAVIOR

LEVEL TWO - MAJOR

Definition	Action	Examples – Not All Inclusive	Junction City High School Response
<p>Major misbehaviors that do not require administrative involvement but do require documentation. Hall Monitors may be used to assist.</p>	<p>*Teacher handles the misbehavior within the educational setting.</p> <p>*Student may remain in the classroom.</p> <p>*Student Support Monitor may be used to assist.</p> <p>*A conference with the principal may occur.</p> <p>*Family contact required by signature, email, phone, or plan.</p> <p>*Skyward documentation MUST occur.</p> <p>*Repeated Level 2 offenses overtime should be referred to MTSS and entered in Skyward.</p>	<p><i>Examples are not all-inclusive:</i></p> <ul style="list-style-type: none"> • Argumentative Behaviors • Academic Misconduct 2 Cheating/Plagiarism • Bullying (relational, cyber, verbal) • Consistently Not Following Directions • Constant Talking • Cumulative Tardies • Disrespect to Others • Fire Alarm • Forgery • Harassment • Ignoring Redirection • Inappropriate Language/Gestures • Inappropriate Physical Contact (poking/touching, pushing/shoving) • Insubordination • Intimidation/Threat • Misuse of Property • Name Calling • Obscene Behavior • Physical Aggression • Profanity • Skipping Class • Tantrums • Technology Violations • Theft • Throwing Things (non-malicious) • Truancy • Vandalism • Verbal Conflict • Wandering Halls 	<p>Immediate correction by an adult, referral noted in Skyward, parent contact made.</p> <ul style="list-style-type: none"> • Administrator will conference with the student (may or may not contact parent). <p>• <u>Behavior and Action must be reported in Skyward.</u></p>

Level 2 Major behaviors upset the orderly classroom and all areas where the school has authority. JCHS includes all second and subsequent violations of Level 2 offenses within a school year.

First (1st) Offense

Implementation of ACHIEVE classroom management strategies

Parental/guardian contact by phone, email, or text message

Office referral

JCHS Administrative Intervention may include:

Parent/Teacher/Student/Administrative Conference

ISS

Restitution (Mandatory when applicable)

“Not In Good Standing” Designation

Second (2nd) Offense

Implementation of ACHIEVE classroom management strategies

Office referral

Administrative Intervention may include:

Administrative Parent Conference

Saturday School

Restitution (Mandatory when applicable)

"Not in Good Standing" Designation (Mandatory)

Third (3rd) Offense

Implementation of ACHIEVE classroom management strategies

Office referral

Administrative Intervention may include:

Administrative Parent Conference

Out of School Suspension (OSS)

Restitution (Mandatory when applicable)

"Not in Good Standing" Designation (Mandatory)

Behavioral Contract (Mandatory)

Fourth (4th) Offense

Implementation of ACHIEVE classroom management strategies

Office referral

Administrative Intervention may include:

Administrative Parent Conference

Hearing Determination

"Not in Good Standing" Designation (Mandatory)

Out of School Suspension (OSS)

Restitution (Mandatory when applicable)

Behavioral Contract (Mandatory)

USD 475 LEVELS OF MISBEHAVIOR

LEVEL THREE – SEVERE

Definition	Action	Examples – Not All Inclusive	Junction City High School Response
<p>Severe misbehaviors that require administrative involvement (office referrals) and written documentation. This includes behaviors that are so severe that the misbehaving students continued presence in a setting poses a threat to physical safety or to adult authority (that is, the adult could lose control of the situation if the student stays in the setting).</p>	<p>*Teacher/staff member will call the office for assistance and will escort the student out of the educational setting if necessary.</p> <p>*If a student will not exit the educational setting voluntarily, the classroom should be cleared, only if a student is placing themselves or others in harm.</p> <p>*The administration will assign appropriate consequences as required.</p> <p>*Family contact is required by signature, email, phone, or plan.</p> <p>*Skyward documentation MUST occur.</p>	<p>Examples are not all-inclusive:</p> <ul style="list-style-type: none"> • Academic Misconduct 3 • Actions that Cause Harm • Arson • Behaviors Related to Illegal Activity (drugs, alcohol, tobacco, etc.) • Credible Threat (due to injury to self, person or property) • Disturbing Private Space in Restroom • Elopement (leaving the supervised area) • Gambling • Gang Related/Symbolism • Inappropriate Displays of Affection • Physical Assault • Physical Bullying • Possession of Matches, Lighter, etc. • Possession/Use of Weapons • Sexual Harassment • Stealing (major theft) 	<ul style="list-style-type: none"> • High School – Immediate Correction by an adult, referral noted in Skyward, parent contact made. • Administrator will conference with the student and make a parent contact. • <u>Behavior and Action must be reported in Skyward.</u>
<p>Level 3 Severe behaviors include those illegal student offenses, which disrupt the orderly educational process. This may be in the classroom or school-sponsored activities, or other areas where the school has authority, resulting in criminal prosecution. At JCHS, Administrators MUST immediately inform a School Resource Officer (SRO) about any violation listed in this category. The parent/guardian MUST be notified.</p>			
<p>First (1st) Offense</p> <p>Contact Hall Monitor for assistance</p> <p>Contact an Administrator</p> <p>Office Referral</p>			
<p>JCHS Administrative Intervention will include:</p> <p>Parent Contact</p> <p>Notify SRO</p> <p>Proposed Long-Term Suspension to Expulsion</p> <p>Functional Behavior Assessment</p> <p>“Not In Good Standing” Designation</p> <p>Other</p>			
<p>Second (2nd) Offense</p>			

Notify Hall Monitor for assistance

Notify an Administrator

Make Office Referral in *Skyward*

JCHS Administrative Intervention will include:

Parental Contact

Notify SRO

Proposed Long-Term Suspension to Expulsion

“Not In Good Standing” Designation

Other

USD 475 LEVELS OF MISBEHAVIOR

LEVEL FOUR - EXTREME

Definition	Action	Examples – Not All Inclusive	Junction City High School Response
<p>Extreme misbehaviors that require administrative involvement (office referrals) and written documentation. This includes behaviors that are illegal or so extreme that the misbehaving students continued presence in a setting poses a threat to physical safety or adult authority.</p>	<p>*Teacher/staff member will call the office for assistance and will escort the student out of the educational setting if necessary.</p> <p>*If a student will not exit the educational setting voluntarily, the classroom should be cleared, only if a student is placing themselves or others in harm.</p> <p>*The administration will assign appropriate consequences as required.</p> <p>*Family contact is required by signature, email, phone, or plan.</p> <p>*Skyward documentation MUST occur.</p>	<p>Examples are not all-inclusive:</p> <ul style="list-style-type: none">• Alcohol (under the influence)• Any Illegal Activity that Requires Law Enforcement Involvement• Illicit Drugs (under the influence)• Kidnapping• Marijuana (under the influence)• Robbery• Sexual Assault	<ul style="list-style-type: none">• Take appropriate steps to ensure the safety of all students (may include intervening, use of ESI, requesting assistance, calling for monitor or administrator, helping with redirecting non-involved students), provide written documentation or statement of the incident.• Administrator will conference with the student and make a parent contact.

			<ul style="list-style-type: none"> • <u>Behavior and Action must be reported in Skyward.</u>
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Level 4 Extreme behaviors are the most serious disruptive behaviors. They include those illegal student offenses, which most seriously disrupt the orderly educational process, in the classroom or other areas where the school has authority, and which **may result in criminal prosecution**. JCHS Administrators **MUST immediately** inform a School Resource Officer (SRO) about any Level 4 violations. The parent/guardian **MUST** be notified.

First (1st) Offense

- Contact Hall Monitor for assistance
- Contact an Administrator
- Office Referral

JCHS Administrative Intervention will include:

- Notification of parent
- Notify SRO
- Suspension five days to Proposed Long-Term)
- Referral for Alternative Placement
- “Not In Good Standing” Designation

Second (2nd) Offense

- Contact Hall Monitor for assistance
- Contact an Administrator
- Office Referral

JCHS Administrative Intervention will include:

- Notification of parent
- Notify SRO
- Recommendation for Expulsion
- “Not In Good Standing” Designation

USD 475 LEVELS OF MISBEHAVIOR

	LEVEL 1 MINOR	LEVEL 2 MAJOR	LEVEL 3 SEVERE	LEVEL 4 EXTREME
Skyward Bus Code	Bus Code 1	Bus Code 2	Bus Code 3	Bus Code 4
Code of Conduct Discipline Action Options		Discipline Action Options: C – Conference RES – Restitution DET – Detention ACT – Loss of Privilege	Additional Discipline Action Options: ISS – In-School Suspension ASD – After School Detention Discipline Decisions: SS – Saturday School	Additional Discipline Action Options: OSS – Out of School Suspension E – Expulsion Discipline Decisions:

		AC – Attendance Contract TR – Truancy Letter <i>*USD 475 Administrative Behavior Decision Making Matrix will be implemented when applicable.</i>	<i>*USD 475 Administrative Behavior Decision Making Matrix will be implemented when applicable.</i>	LoC -Loss of Credit LTS – Long Term Suspension LE – Law Enforcement Notification CoP – Change of Placement <i>*USD 475 Administrative Behavior Decision Making Matrix will be implemented when applicable.</i>
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