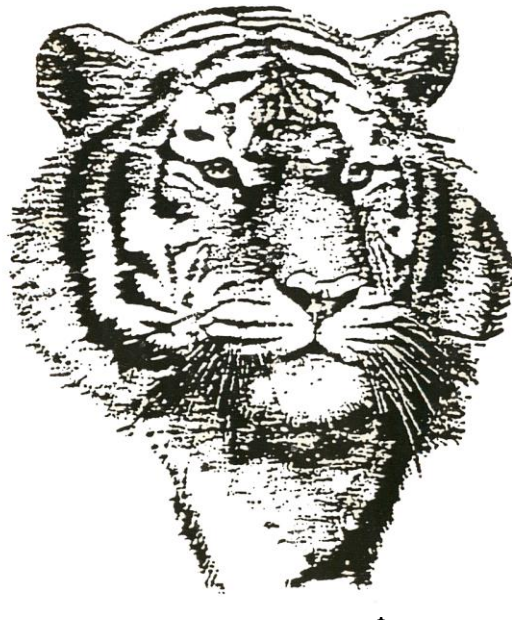


# **JEFFERSON WEST**

**H.S. Handbook**

**2018-19**



# ***\*STUDENT INTRODUCTION \*\****

## **WELCOME TO JEFFERSON WEST**

Welcome to Jefferson West High School. As a Jeff West Tiger you have the responsibility to uphold the strong traditions of scholarship, sportsmanship, and citizenship that the students of Jeff West have established and that your parents and community expect. Because we expect the best of you, this handbook is provided so that you and your parents are aware of those expectations and other helpful information that will assist you through your years in high school.

Jeff West offers many excellent opportunities for personal, academic, physical, and social growth both in and outside the classroom. I hope you will challenge yourself to become a productive member of one or more co-curricular activities and by so doing make your school the best it can be so we can continue to say with pride, West is Best!

Best wishes for a successful school year.

## **MISSION STATEMENT**

**Each student will be empowered to meet life's challenges as a productive, versatile member of society.**

Jefferson West High School seeks to challenge students to achieve a higher standard of learning. Our purpose is to prepare students for life in a changing world. The varied instruction and co-curricular programs are designed to provide both academic and vocational education. Emphasis is also given to basic practical and social skills, responsibility, values, and citizenship. To accomplish this purpose, the following objectives are given:

1. To prepare for either further education or immediate employment by providing students with an exposure to a variety of course offerings that will allow informed choices for a future occupation.
2. To provide the depth in both academic and vocational areas that will allow for success in either.
3. To give the direction necessary through counseling services and interest in each student.
4. To provide the student with the basic skills necessary to perform within society.
5. To stress in addition to the traditional skills, the practical skills necessary for living in a complex and changing world.
6. To develop the comprehensive ability to solve problems and the open-mindedness that will enlarge the student's ability to examine opinions objectively, to adapt to a changing world, to understand and tolerate differences and uncertainty, and to act responsibly.
7. To provide activities and instruction that will encourage an appreciation for cultural arts and physical education so that students can incorporate these into daily living and find meaningful use for leisure time.

**ACCREDITATION STATEMENT**

Jefferson West High School is accredited by the Kansas State Department of Education.

**Notice Of Nondiscrimination**

In compliance of the Executive Order 11246; Title II of Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, Unified School District #340 shall not discriminate on the basis of sex, race, color, national origin, or handicap in educational programs, vocational programs, employment or other activities which it operates. It is the intent of USD #340 to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the Title IX & Section 504 Coordinator, Pat Happer, Superintendent, USD #340, Meriden, KS (785-484-3444). Title VI Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hills Blvd., Kansas City, MO 64153.

**PERSONNEL**

**Board of Education Members:**

Betty Majors            Dave Jensen            Morgan Hall            John Thelen  
Katie Petesch            Dreana McClurg                            Scott Gibson

**Superintendent’s Office:            484-3444**

Pat Happer.....Superintendent

**Jeff West High School Faculty, Staff & Coaches:            484-3331**

**E-Mail address ..... firstname.last name@usd340.org**

Rhonda Frakes ..... Principal  
Brandon Giltner .....Assistant Principal & Athletic/Activities Director  
Lindsey Scherschligt..... Student Service Coordinator

\*\*\*\*\*

Leslie Abbott.....Health/Family & Consumer Science  
 Leslie Bruton ..... Math  
 Steve Buss.....Agricultural Ed.  
 Scott Campbell ..... Math  
 Sara Becker ..... Spanish  
 Ryan West..... Social Science  
 Ed diZerega..... Vocal Music  
 Shawn Dolezilek..... Social Science  
 Brandy Robben ..... Librarian  
 Heather Roenne ..... Language Arts  
 Katie Grose .....Instrumental Music  
 Les Grose ..... Math  
 Steve Johnson .....PE/Weights  
 Penny Fleming..... Language Arts  
 Stephanie Newell ..... Biology  
 Peris Wanjiku.....Special Services  
 Brian Axtell.....Special Services  
 Darin Lawhorn..... Business/Computer  
 Mark Ralston .....Art  
 Lisa Sage..... Language Arts  
 Stephanie Magill..... Science  
 Rod Smith ..... Science  
 Blanche Wulfekoetter ..... Social Science

\*\*\*\*\*

Claudia Wilson ..... Principal's Secretary  
 Jenny Bair.....Counselor's Secretary  
 Melanie Hainer .....Athletic Director's Secretary

\*\*\*\*\*

Debbie Bouton ..... Food Director

\*\*\*\*\*

Darrell Pater.....Custodian  
 Kim Frecks.....Custodian  
 Raymond Zywgart .....Custodian

\*\*\*\*\*

Steve Johnson .....Head Football Coach  
 Penny Fleming ..... Head Volleyball Coach  
 Mary Williams..... Head Cross Country  
 Shawn Dolezilek ..... Track Coach  
 Larry Kennedy..... Girls Golf Coach  
 Ryan West ..... Head Boys Basketball Coach  
 John Malloy ..... Head Girls Basketball Coach

Darin Lawhorn.....	Boys Golf Coach
Chad Jackson .....	Head Softball Coach
Dan Hypse .....	Head Baseball Coach
Shawn Dolezilek.....	Head Wrestling Coach
Wendy Stanley.....	Cheerleading Sponsor
Heather Roenne .....	WestStepper Sponsor

**Class & Organization Sponsors**

Debate.....	Mary Williams
FBLA.....	Darin Lawhorn
FCA.....	Tammie Livingston
FCCLA.....	Leslie Abbott
FFA.....	Steve Buss
Forensics.....	Mary Williams
Magazine Sales.....	Brandy Robben
NHS .....	Brandy Robben
Scholars Bowl.....	Lisa Sage
Student Council.....	Heather Roenne
SADD.....	Sara Becker
Spanish Club.....	Sara Becker
Drama Club .....	Chelle Decker
Tiger PAC (principal’s advisory council).....	Rhonda Frakes
Quill and Scroll.....	Lisa Sage

**To Report Bullying:**

- 1. Speak to a teacher or administrator**
- 2. Go to the USD 340 webpage, under High school tab, click on button “Report a Bullying Issue”**

**\*KANSAS SCHOOL SAFETY HELPLINE  
1-877-626-8203**

## Class Sponsors

Freshman Class Sponsors: Ryan West (*Head*), Leslie Abbott, Stephanie Newell

Sophomore Class Sponsors: Brandy Robben (*Head*), Darin Lawhorn, Mark Ralston, Stephanie Magill

Junior Class Sponsors: Leslie Bruton (*Head*), Peris Wanjiku, Blanche Wulfekoetter, Sara Becker

Senior Class Sponsors: Heather Roenne (*Head*), Steve Johnson, Scott Campbell

### **Stuco officers 18-19**

President: Wyatt Surrutt

Vice President: Zoe Holthaus

Sect./Treas.: Maecy Tuck

### **Class officers 18-19**

#### **Seniors**

#### **Stuco Reps**

President: Keanera Fruean

Luis Alvarez

Vice President: Maelin Turner

Peyton Ross

Secretary: Isobel Langham

Treasurer: Cierra Hansen

#### **Juniors**

#### **Stuco Reps**

President: Neva Roenne

Joseph Anderson

Vice President: Riley Buss

Joel Scott

Secretary: Jenna Osborn

Treasurer: Kara Davis

#### **Sophomores**

#### **Stuco Reps**

President: Pene Saili

Cheyne Lewis

Vice President: Jamie Osborn

Olivia Davis

Secretary: Hunter Courter

Treasurer: Preston Gibson

#### **Freshmen**

#### **Stuco Reps**

President: Katie DesLauriers

Mellany Roenne

Vice President: Mathew Carmona

Kristin Biltoft

Secretary: Colby Farrant

Pfeiffer Peck

Treasurer: Olivia Tuck

# **JEFF WEST DAILY SCHEDULE**

## **Monday, Tuesday, Friday**

**1<sup>st</sup>** 8-8:45

**2<sup>nd</sup>** 8:49-9:34

Break

**3<sup>rd</sup>** 9:42-10:27

**4<sup>th</sup>** 10:31-11:16

Advisory

**1st lunch/Advisory:** 11:20-11:44

**Advisory/2nd Lunch:** 11:44-12:08

**5<sup>th</sup>** 12:12-12:57

**6<sup>th</sup>** 1:01-1:46

**7<sup>th</sup>** 1:50-2:36

**8<sup>th</sup>** 2:40-3:25

## **Wednesday (Black day)**

**1st:** 8-9:30

**3rd:** 9:34-11:04

**Advisory 11:08-12:17 (Total time)**

**Group 1 Lunch/Advisory**

11:08-11:33 (lunch)

11:36-12:17 (Advisory)

**Group 2 Lunch/Advisory**

11:08-11:49 (Advisory)

11:52-12:17 (Lunch)

**5th:** 12:21-1:51

**7th:** 1:55-3:25

## **Thursday (White day)**

**2nd:** 8-9:30

**4th:** 9:34-11:04

**Advisory 11:08-12:17 (Total time)**

**Group 1 Lunch/Advisory**

11:08-11:33 (lunch)

11:36-12:17 (Advisory)

**Group 2 Lunch/Advisory**

11:08-11:49 (Advisory)

11:52-12:17 (Lunch)

**6th:** 12:21-1:51

**8th:** 1:55-3:25

## **Late Start Days (Red Odd or Red Even Days)**

We will alternate even and odd days (and then the following Thurs. will be a black or white day opposite of what Wednesday was).

### **Red ODD**

**1st:** 9:00-10:18

**3rd:** 10:22-11:40

**Advisory: 11:44-12:41**

**Group 1 Lunch/Advisory**

11:44-12:09 (lunch)

12:13-12:41 (Advisory)

**Group 2 Lunch/Advisory**

11:44-12:12 (Advisory)

12:16-12:41 (Lunch)

**5th:** 12:45-2:03

**7th:** 2:07-3:25

### **Red EVEN**

**2nd:** 9:00-10:18

**4th:** 10:22-11:40

**Advisory: 11:44-12:41**

**Group 1 Lunch/Advisory**

11:44-12:09 (lunch)

12:13-12:41 (Advisory)

**Group 2 Lunch/Advisory**

11:44-12:12 (Advisory)

12:16-12:41 (Lunch)

**6th:** 12:45-2:03

**8th:** 2:07-3:25

## Jefferson West Student Code of Conduct

Recognition System:

Students will be recognized via the P.B.I.S. electronic system. They can earn credits for safe, responsible, or respectable behaviors from any staff member. Staff member will scan student's QR code/ or input students name and the credit will be issued to the student. Students and staff can check credit totals in the app. Students will be able to use credits in our Tiger Tienda (general store) or each teacher's store there they can redeem credits for rewards.

### Behavior Expectation Matrix

	<b>CLASSROOM</b>	<b>HALLWAY</b>	<b>CAFETERIA</b>	<b>RESTROOM / LOCKER ROOMS</b>
Expectations				
<b>SAFE</b>	Use self-control	Use self-control	Use self-control	Keep it orderly and clean
	Keep hands and feet to self	Keep hands and feet to self	Keep hands and feet to self	Flush and wash hands
	Listen to and follow directions	Listen to and follow directions	Listen to and follow directions	Use facilities properly
	Use Classroom materials and equipment appropriately	Secure possessions in a proper place	Keep it orderly and clean	
<b>RESPECTFUL</b>	Use self-control	Use self-control	Use self-control	Maintain a clean, orderly, and sanitary environment
	Cooperate and help others when appropriate	Use appropriate language and volume	Keep it orderly and clean	Conversations should follow the T.H.I.N.K. model
	Be engaged and an active participant	Be mindful of classes in progress	Use manners and be polite	
	Listen with an open mind for learning			



	<b>CLASSROOM</b>	<b>HALLWAY</b>	<b>CAFETERIA</b>	<b>RESTROOM / LOCKER ROOMS</b>
<b>RESPONSIBLE</b>	Use the SLANT method	Move with a purpose and a focus	Clean up after yourself	Secure possessions in a proper place
	Be prepared and ready to learn  Meet deadlines as assigned	Keep it orderly and clean  Be aware of others	Use time wisely	Notify staff of concerns
	<b>BREAK/ COMMONS</b>	<b>BUS</b>	<b>ARRIVAL/ DISMISSAL</b>	<b>ASSEMBLIES/ EXTRA-CURRICULAR ACTIVITIES/ FIELD TRIPS</b>
Expectations				
<b>SAFE</b>	Use self- control	Use self- control	Be in control of your vehicle	Keep possessions secure
	Keep hands / feet to self	Keep hands / feet to self	Follow traffic laws and procedures	Listen to & follow directions
	Use self- control	Listen to & follow directions	Secure possessions	Use self-control
			Move with purpose and focus	Stay with the group or in designated areas
<b>RESPECTFUL</b>	Maintain a clean & orderly environment	Conversations should follow the T.H.I.N.K model	Use manners be polite	Follow Rule 52
	Conversations should follow the T.H.I.N.K model	Use manners and be polite	Conversations should follow the T.H.I.N.K model	Use manner and be polite
		Keep it clean and orderly		Follow directions of people in authority

	<b>BREAK/ COMMONS</b>	<b>BUS</b>	<b>ARRIVAL/ DISMISSAL</b>	<b>ASSEMBLIES/ EXTRA- CURRICULAR ACTIVITIES/ FIELD TRIPS</b>
<b>RESPONSIBLE</b>	Notify staff of concerns or issues	Be on time	Be where you are supposed to be	Be where you are supposed to be
	Keep it orderly and clean	Keep track of your personal items	Be on time	Be on time
	Return left possessions to the office	Notify staff of concerns or issues	Keep track of your items	Clean up after yourself
			Notify staff of concerns or issues	Use electronic devices as intended

## Jefferson West Student Code of Conduct (continued)

### Before you Speak: THINK

Is it?  
**T- true**  
**H- honest**  
**I- important**  
**N-necessary**  
**K- kind**

### Remember SLANT

**S- sit toward the front**  
**L- lean in to show interest**  
**A- actively participate in class**  
**N- nod and show you are on task**  
**T- sit in the T zone, talk w/ teacher**

### Pillars of Character:

As a Jefferson West student and a participant in school activities, including student organizations, performing groups, athletic teams, and/or other student activities, it is expected that students uphold the following pillars of character in and out of school:

#### ***Trustworthiness:***

Be loyal, honest, reliable, and demonstrate integrity.

#### ***Respect:***

Show respect and be considerate of the property and feelings of others. Participate in activities with class. Be gracious in victory and in defeat and not engage in disrespectful conduct.

#### ***Responsibility:***

Commit to being a student first and foremost and commit to earning the best education I can. Represent my school and my team or organization with honor. Dedicate myself to all preparation and practice requirements

for any school activity I am a participant in. Protect the integrity of my activity and participate according to the rules.

***Fairness:***

Live up to the standards of fair play. Be open-minded, never judgmental. Be willing to listen and learn.

***Caring:*** Demonstrate concern for the ideas, feelings, experiences and beliefs of others.

***Citizenship:***

Be a positive role model and take pride in my school.

Failure to comply with these positive character traits including but not limited to bullying, theft, verbal abuse, vandalism, unsportsmanlike behavior, cheating, or gambling, will result in a conference with the teacher, supervisor of your activity and/or Administrator. Penalties for violations will be at the discretion of the school administration in consultation with the parties involved and could result in the loss of privileges to represent the school in extracurricular activities.

## **\*\* ATTENDANCE \*\***

### **PHILOSOPHY**

Research continues to show a high correlation between regular school attendance and academic achievement. Students should develop habits of punctuality and responsibility which will later be vital in the business community. Each day teachers design learning experiences which serve as building blocks for the student's total education. Absences will result in inconsistent learning and reduced achievement. **WHEN YOU MISS SCHOOL, YOU MISS A LOT!**

### **ATTENDANCE POLICY**

A student is considered absent when he/she is not in regular classes or in a school sponsored activity. A student must be in a given period for a minimum of 30 minutes to be considered present for that period. Students must sign in or out in the attendance book in the office when arriving late, returning to, or leaving school. It is our responsibility to know the whereabouts of our students during school hours. Failure to sign in or sign out this could result in unexcused absences. If a student is absent from school, the parents are asked to notify the school by 9:00AM. The school will attempt to contact parents of absent students if no call has been received. **After one (1) day of no notification, an absence will be recorded as unexcused. (Please see the unexcused absence section for consequences)**

A student must be at school by **11:00 am** to participate in practices, games, or performances that day. A student who has been absent from school due to illness or who has gone home ill during the school day **may not attend any school function taking place after the regular school day is over**. The principal will make final decisions in all cases concerning absences.

## **EXCUSED ABSENCES**

An excused absence is an absence with permission from the parent **and** approval by the office that falls within the following reasons: (makeup work required and credit given according to guidelines.)

1. Personal illness
2. Family emergency
3. Family trips/vacations which are and must be approved by the principal or designee **prior** to departure (unless an emergency).
4. Doctor appointments, dental appointments, court appearances and related activities when the office is presented with a note or phone call from the doctor, dentist, court office, stating the date and time of the appointment.  
Every effort should be made to insure that the student does not continue to miss the same class period for those appointments.
5. College/Post-secondary school visits or job shadowing which have been approved through the counseling office prior to the visit (See College Days/Job Shadowing.)
6. Observance of religious holy days.
7. Death/Funeral of family members.
8. Any other absence deemed necessary/reasonable by the principal.

## **UNEXCUSED ABSENCES/TRUANCY**

Any absence for reasons other than those listed above and/or without parent knowledge and approval by the school office will be considered an unexcused absence. For any unexcused absence the parents will be notified. If a student has an unexcused absence they may not get credit for their work due that day.

When unexcused absences occur by the class period the following also occurs: 1 - 2 hours, the student will serve a 60 minute detention for each class period missed, 3- 4 hours of unexcused absences the student will be required to serve a Friday School from 3:30pm - 6:30pm. Additional hours of unexcused absences will result in further disciplinary action and may result in ISS &/or OSS up to 5 days, or may result in an attendance plan. Students may also be assigned to an Alternative Education Program for each hour of unexcused absence.

Compulsory attendance law requires anyone 18 years or younger to attend school. In compliance with state law, students are considered truant after three consecutive days of unexcused absences or five days unexcused absences in one semester, or 7 days unexcused absences in a year. Truancy reports will be filed with the County Attorney.

## **STUDENT NOT IN GOOD STANDING**

A student not in good standing means a student may not attend school events, participate in school sponsored clubs, activities (including graduation), sport competitions, plays, dances, field trips, etc.

A student may become a student not in good standing by:

- \* Having 10 or more absences (not including Dr. excused absences, school

activities or activities approved in advance by the principal) in any one class in a semester

- \* Failing 2 or more classes
- \* Not serving detentions or Friday school by due date
- \* Having multiple disciplinary situations via the office

A student can earn their way back in good standing by making up missed hours, improving grades to one or fewer “F’s”, serving detentions, improving behavior and possibly community service for the school.

### **LENGTH OF SCHOOL DAYS/LEAVING SCHOOL GROUNDS**

Students are under school supervision once they arrive at school. For those students riding the school bus, the school day begins when they enter their bus. The school day comes to a conclusion when the students leave school property or when the students exit the school bus. Any after-school event sponsored by the school is considered as part of the school day. As such, the established school rules are in effect.

Students are not allowed to leave school once they arrive until the end of the day without parental permission through the office and without signing out. Students are not to leave school without permission.

### **TARDIES**

Because tardies are a disruption to normal classroom procedures and activities, students are expected to be in the classroom when the bell rings at the beginning of the class. A student is tardy anytime he/she enters a classroom after the bell rings without a written excuse from a teacher, principal or secretary.

Any student reporting to school during the day after the 1<sup>st</sup> bell of the day must check in at the office and be given the appropriate pass. Students will be allowed three (3) tardies, excused or unexcused, per class per semester. On the fourth (4<sup>th</sup>) tardy, students will be assigned a 30 minute detention by their teacher. On the fifth (5<sup>th</sup>) tardy, the student is assigned a 60 minute detention. Additional tardies may result in an assigned Friday School, an attendance plan, and further disciplinary action may be taken.

## ***\*\*ACADEMICS\*\****

### **BOOK RENTAL & FEES**

USD #340 operates a book rental system. All books will be provided by the school and each student will pay a book rental fee to be determined by the Board of Education. Students are not to mar or deface these books in any way. If a book is lost or damaged, the student responsible will pay for its replacement. Other fees for art supplies, lab fees, or shop fees will be collected by the teacher involved. If a student withdraws or transfers from Jeff West, refunds for fees are not given.

## **CLASSIFICATION OF STUDENTS**

Students are classified by the KIDS system based on the year they entered school. The information below suggests the number of credits students should earn as they progress through grades 9 – 12.

Ninth Grade: A student is assigned to Grade 9 after satisfactorily completing Grade 8.

Tenth Grade: A student should earn a minimum of five (5) units of high school credit to be considered a 10<sup>th</sup> grader.

Eleventh Grade: A student should have earned eleven (11) units of credit to be an 11<sup>th</sup> grader.

Twelfth Grade: A student should have earned fifteen (15) units of credit and has attended six (6) semesters of grades 9-11 to be considered a 12<sup>th</sup> grader.

## **GRADE REPORTING/SKYWARD**

At the end of each nine weeks, a copy of the student's grades will be mailed to parents. Honor Rolls are calculated according to 1st semester and 2nd semester grades. Semester grades are recorded on each student's official transcript.

Parents and students now have easy access to student progress anytime day or night by using the internet to access Skyward. These systems provide much more information that is also more current than the old progress reports they replace.

Skyward is an internet system that gives information about grades, attendance, and missing assignments. Reports may automatically be sent even daily if requested by providing an e-mail address. Identification numbers and passwords will be available at enrollment or in the school office.

## **GRADUATION REQUIREMENTS**

Graduates of 2018-2020: 26 Units are required for Graduation

Graduates of 2021 and beyond: 30 units are required for Graduation

2018-2020	2021 & beyond	
4 Units	4 Units	<u>English/Language Arts</u>
3 Units	3 Units	<u>Social Studies (2019 and on must include geography)</u>
3 Units	3 Units	<u>Mathematics</u>
3 Units	3 Units	<u>Science</u>
1 Unit	1 Unit	<u>Physical Education-Health</u>
1 Unit	1 Unit	<u>Fine Arts</u>
0.5 Unit	0.5 Unit	Business Economics
10.5 Units	14.5 Units	Electives
0.5 Unit	0.5 Unit	Earth / Space Science

Check enrollment handbook for specific courses and requirements. The student service coordinator will be available to answer specific questions.

## **HONOR ROLL**

Students who make the Honor Roll will be acknowledged twice a year ( first semester and second semester). There are three honor rolls at Jefferson West: the 4.0 Honor Roll, High Honor Roll, Honor Roll. In order to make the 4.0 Honor Roll, a student must achieve a 4.00 grade point average; High Honor Roll, a 3.50 to 3.99 grade point average; Honor Roll, a 3.0 to 3.49 grade point average. All three honor rolls will be figured on the following basis: A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points. Pass/fail grades are not figured into the honor roll. Students must receive a minimum of five letter grades, have no failing grades, and no more than one "D" grade to be eligible for consideration for all honor rolls.

## **JWHS Homework Policy**

### **Purpose of Homework**

There are several purposes for homework. At Jefferson West High School, homework is used to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject. Homework can also serve as a communication link between school and home that shows what children are studying.

Schools in which homework is routinely assigned and graded tend to have higher achieving students. Jefferson West High School is eager to provide the best possible educational opportunities for all our students. Homework is an important link in a total educational program.

### **Definition of Homework**

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours.

### **Role of the Student**

It is the responsibility of the student to:

- A. Keep track of assignments and due dates. An I-pad with an electronic calendar is provided to each student for this purpose.
- B. Visit with teachers about missed assignments due to an absence(s).
- C. Ask for clarification on any instructions and expectations not understood before the due date.
- D. Complete and Turn in homework on or before the due date.
- E. Complete homework in proper form, according to teachers' directions.
- F. Expect about 1 to 2 hours of homework every night. The amount of time necessary will vary depending on the class. Advanced Placement (AP) and dual-credit courses will require more time.
- G. Establish a time and place for homework that is free from distractions.

### **Suggested role of the Parent**

- A. Set up a comfortable location for doing homework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
- B. Ensure that your student knows each teacher’s homework policy.
- C. Show interest in your student’s schoolwork and discuss what your student is learning.
- D. Watch for signs of failure or frustration.
- E. Contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss homework overload, and be informed about your student’s learning progress.
- F. Check progress on homework through Power School.

### **Role of the Teacher**

It is the responsibility of the teacher to:

- A. State clearly the purpose of the assignment and provide a due date.
- B. Explain how the assignment is related to the topic under study.
- C. Clearly explain what the student needs to do to demonstrate the assignment has been completed.
- D. Define “late” for assignments and consequences for lateness, and clearly communicate both to students and parents in writing. Repeat periodically.
- E. Provide feedback in a timely manner.
- F. Make sure that the teacher’s grading policy is available to students and parents, in writing.
- G. Ensure that the child has the skills to complete the homework assignment by providing demonstration of skills during guided practice in the classroom.

### **Role of the Administrator**

It is the responsibility of the administrator to:

- A. Monitor the implementation of the policy.
- B. Serve as mediator, should the need arise.
- C. Communicate the school’s homework policy to parents

### **Late Work Policy**

It is the responsibility of the student to understand the expectations of each homework assignment, complete homework on time and turn in each assignment by the due date. The following policy will govern credit given for homework at Jefferson West High School:

- A. Homework turned in complete, according to teacher’s directions on or before the due date-will be eligible for full credit.
- B. Homework that is not complete, not done according to the teachers’ directions, or not done on or before the due date, will not be accepted for full credit.
- C. Each curricular area will explain and enforce a policy for grading late work that is appropriate for their subject area and assignments. This policy will be given to students and parents in writing.



## **During School / After School Resources**

Teachers are on duty at 7:45 am each morning. Upon arrival, teachers should be available to assist students. Teachers are also expected to stay after school until 3:40 (some exceptions are made for coaches and other pre-approved activities) for student assistance.

Advisory hour, scheduled daily provides another block of time for students to meet with teachers in order to receive assistance or make-up homework or tests. While some teachers may be engaged in staff development activities or club meetings during this time, most teachers will be available.

Jefferson West High School will be open in the evenings for the purpose of providing students a place to study, complete homework assignments, and use the computer for school-related purposes (first come, first served). Staff will be available for supervision and student tutors will be on hand (when possible) to assist struggling students.

## **MAKE-UP WORK**

Make-up work is defined as the actual school work or homework assigned on the day of an excused absence. If appropriate, an alternate assignment equal in purpose and time in order to receive credit may be given. All work that is missed, regardless of the reason for the absence, must be made up as directed by the teacher. Make-up work for excused absences, if completed properly and on time, will be given full credit. Make-up work for unexcused absences may not be given credit. The normal time allowed for make-up work is the number of school days absent plus one school day. Students present at school when assignments are made such as homework or tests and are absent for a period of time but return to school on the day the assignment or test is scheduled are expected to be prepared, unless special arrangements have been made with the teacher. School related absences, while excused, require extra communication between students and teachers. Any work due or assigned on the day of the school related absence should be made up before the student leaves or immediately upon their return to that particular class.

## **SCHEDULE CHANGES**

Jefferson West High offers classes that are a semester and one year in length. Schedule changes must be requested during the first three (3) days of each semester. Schedule changes will be permitted for the following reasons:

1. Lacking prerequisites for the course
2. Changing a vocation or educational objective
3. Having already successfully completed the course
4. Needing a change to meet graduation requirements

A student must confer with parents, teachers, counselors, and may be required to obtain written parental permission in order to change classes. Any requests for schedule changes after the allotted time period will be handled at the discretion of the principal.

# **\*\* STUDENT CONCERNS \*\***

## **COLLEGE DAYS**

Visiting a college campus is the best way to determine the right college. In order to encourage this, two(2)college days are provided for seniors and three(3) for juniors. See the student service coordinator for more information.

## **JOB SHADOWING DAYS**

Visiting a job site and actually observing what occurs in specific job is a great way for students to evaluate if this is the career path they want to pursue. In order to assist students who may be going directly into the work force, 2 job shadow visits per year are provided for sophomores, juniors, and seniors, if they complete all the proper paper work. This paperwork may be picked up in the office.

## **FIELD TRIPS**

Field trips are an extension of the classroom, and as such students are under the jurisdiction of all school rules and regulations. All students on field trips have the responsibility of enhancing the image of Jefferson West High School through their positive behavior and manner. Any deviation from that norm may result in the student being restricted from school-sponsored field trips in the future, as well as other appropriate discipline measures. Students are required to return a completed “Parent Permission Slip” before going on the trip. Students are responsible for informing all their other teachers of the field trip in advance of the trip and following the teachers' directions as to make-up work.

## **FIRE , TORNADO, & SAFETY DRILLS**

Safety drills (fire, tornado, intruder, lock down, shelter in place, gas evacuation, etc) will be conducted approximately once each month during the school year in accordance with Kansas School Code. Drills are held periodically during the year in order that students know the proper procedures and how to respond in case of a disaster or crisis. Please check with the teacher for proper exit routes for fire drills and for proper procedures for tornado drills. Once outside the school, or in the hallways, students are to remain with their class for the entire period of time. In the case of a fire drill, tornado drill or other emergency situation, follow the directions of the teacher. **Lock down** means no one leaves any room and you go where your teacher directs you. **Shelter in place** means that no one leaves the buildings, classes will continue as normal. **Run, Hide, Fight** means teachers have the option to choose which escape from the danger is best for their class. Please listen to your teacher on what procedures to follow. Teachers will direct students on the course of action to take. In the event of an actual crisis situation of any kind, for your safety, dismissal may be delayed.

## **GUIDANCE SERVICES**

We provide personal and academic counseling for each student through our counseling office. Our student service coordinator will work with students individually, in small groups, and in the classroom. Some specific purposes for visiting the counselor are to discuss personal problems; to make individual plans of study; to make long range plans for the future; to apply for admission to

WIT, college or other schools; to discuss test scores; to have a credit check; to seek assistance on career exploration; to discuss scholarship opportunities.

### **ILLNESS AT SCHOOL**

If a student becomes ill during the school day, he/she shall report to the office. The secretary will contact a parent or guardian before releasing the student. If no one can be reached, the student will be kept at school. Please make sure your emergency information card is filled out and up-to-date. NO ORAL MEDICATION WILL BE GIVEN.

### **LOCKERS**

Each student is assigned a locker when he/she enrolls. Students are to keep their lockers locked. Students should not share lockers or locker combinations with other students. The locker is the property of the school and students are responsible for any damage to the locker. The school administration has both the right and obligation to check any locker at any time.

### **BEFORE AND AFTER SCHOOL**

Before school, students are expected to be in the commons, working directly with a teacher, or walking the square (not sitting on the benches). After school, if students remain in the building they should be under the direct supervision of a staff member, in tutoring, or working directly with a teacher.

### **LUNCH AND CAFETERIA**

We have a closed lunch period. Students may either eat a school lunch or bring their lunch from home. No commercial deliveries or commercial food may be made during the lunch time (occasional special situations may be approved with prior approval by administration).

Money may be added to student accounts through food service. Students need to keep their meal accounts paid up. If a student does not have enough money in their account or cash, then they are not able to get the hot entree for that day. However, an alternative lunch will be provided.

Lunch is a time for quiet conversation, eating, relaxation and continued proper behavior. Students are to remain in the commons area during their lunch period. Students who need an exception to this rule must seek permission from the lunch room advisor. Students are responsible for their own clean-up in the cafeteria, placing their empty trays in the proper areas. Food **MUST** be eaten at the lunch tables. In order not to disturb other classes in session, lockers, academic areas, and cars are off-limits during the lunch periods.

### **TELEPHONE USE**

In an emergency, (illness, discipline problem, family emergency) students needing to contact a parent or guardian may use the phone in the office. Because the office phones are constantly being used, conversations must be limited to the immediate situation.

## **CELL PHONES–ELECTRONIC DEVICES**

Electronic devices maybe used in the classrooms per teachers’ discretion. Consequences are as follows...

If an electronic device is out during a non designated time without permission the device will be confiscated and taken to the office: 1<sup>st</sup> offense- no penalty- student may pick up phone at the end of the school day. 2<sup>nd</sup> offense- 60 minute detention issued when student picks up the device at end of school day. 3<sup>rd</sup> offense- Parents will need to pick up the device from the office at the end of the school day. 4<sup>th</sup> offense- for 3 consecutive days the student will turn the device into the office at 8:00 am (or the beginning of their school day) and pick it up at 3:25pm (or end of their school day). 5<sup>th</sup> offense- for 5 consecutive days the student will turn the device into the office at 8:00 am (or the beginning of their school day) and pick it up at 3:25pm (or end of their school day). 6<sup>th</sup> offense- 3 weeks of turning device into office as described in 4<sup>th</sup> & 5<sup>th</sup> offense. The school is not responsible for the electronic device.

**Electronic devices (cell phones/ipads, etc) are not allowed in the locker rooms. Devices should be locked in hall lockers prior to going to the locker room.**

## **STUDENT APPEARANCE**

Students are responsible for personal dress and grooming. Any clothing, grooming or behavior that is disruptive to the learning environment is not acceptable. If a teacher believes a student's dress or appearance is inappropriate or distracting from the classroom setting, corrective measures will be taken.

### **RULES OF DRESS:**

1. Students are not to wear hats, hoods, caps, head rags, etc in the building during the school day.
2. Sunglasses are not to be worn in the building.
3. Clothing or other items that have obscene words, alcohol or drugs or inferences, profane pictures or inferences are not permitted at school
4. A total shirt must be worn. No bare midriffs/half-shirts, fish nets, undershirts or undershirt-type shirts and no sleeveless shirts that are open down the side, front or back may be worn. Undergarments should not be visible.
5. School physical education shirts and shorts are not allowed as every day wear.
6. Skirts and shorts must be of acceptable length for school use.
7. Ripped and torn jeans that expose undergarments are inappropriate. Garments designed to be worn as undergarments are not acceptable as outerwear at school.
8. Shoes must be worn at all times.
9. Blankets/pillows are not to be carried or worn in the building during the school day.
10. Large link chains or stud collars are not to be worn.

The principal may modify rules of dress as the need arises.

## **VENDING MACHINES**

Vending machines are provided for the convenience of the students and faculty. They are to be used only before and after school, during breaks, and passing periods. They are also inoperative

during lunch time. Food and/or drinks are allowed in the classrooms or gym only at the option of the teacher. The music room and library are off limits for food and drink.

## **VISITORS**

In accordance with school policy, all visitors must check in the office. Students should not bring non-student visitors to school during the school day.

## **ACCIDENTS**

Any student who has an accident while on school property is asked to report immediately to the office to be examined by office personnel. Students should follow this procedure regardless of how slight the injury may be.

## **SCHOOL DANCES & SOCIAL FUNCTIONS**

Outside dates may be invited to all high school social functions but must be in the ninth grade or above, be 20 years of age or younger, (a 21 yr old may be considered at principal's discretion). All outside dates must be signed up in the office, and approved by the principal at least one day prior to the function. The school reserves the right to ask for identification and not admit a person for proper cause. All those in attendance will dress appropriately for the occasion. Students must be in good standing in order to attend school dances and social functions. Students will not be readmitted to a school dance once they have left. Outside drinks cannot be brought in. A breathalyzer may be used to ensure the safety of all persons at the event.

## **AUTHORITY OF STAFF**

The administration, faculty and auxiliary staff are partners with the students at Jefferson West High School. A major part of that role is to direct the activities of the students into proper, positive channels. **Any faculty, auxiliary staff member, or administrator**, has the responsibility and authority to appropriately direct the actions of the students on school property or at any school activity away from school.

## **DRIVING/PARKING LOT**

Driving is both a serious responsibility and privilege. In the interest of safety, students are expected to operate their vehicles in a responsible and orderly fashion. Excessive speed or other reckless or careless acts cannot be tolerated. Students who drive their cars to school shall park them in the appropriate manner in the East parking lot. Upon arrival at school, students must exit their vehicles and enter school. Students not following these guidelines may lose their privilege to drive/park on school grounds.

No students are to be at their cars during the school day. If a student needs to retrieve something from a car, office permission is required and students must be escorted by a staff member. Students must check back in the office after returning from their cars. Student cars leaving the lot at the end of the day are to clear the streets. Please stay away from the elementary and middle schools; do not interfere with the traffic patterns of the school buses and remember that buses have the right-of-way.

Students must ride district transportation to and from all school activities, if provided, such as: practices, games, JDLA, WIT, etc. Parents who wish to transport their children after such an activity must sign waivers for each occurrence.

## **LIBRARY RULES & REGULATIONS**

The school library is organized to provide recreational reading and educational opportunities. Library policies are established so that all members of the Jefferson West community may benefit from the use of available materials. Students are welcome to ask library personnel for assistance in locating personal or academic information.

The library is open Monday - Friday 7:30 am - 3:30 pm

### **Policies**

- \*Books may be checked out for three weeks and can be renewed
- \*Current magazines may be checked out overnight
- \*Magazines on file may be checked out for two weeks and can be renewed
- \*A student must have a pass to stay in the library
- \* Food and drink are allowed in the library at the discretion of library staff.

### **Fines & Charges**

- \*A student will be charged 5 cents each day a book is overdue; students owing \$2.00 are not allowed to check out other materials until the fee is paid.
- \*A student will be charged \$5.00 each day electronic devices (netbooks, ereaders) are overdue
- \*A student will be charged the replacement cost of lost or damaged materials.
- \*A student is responsible for any charges or damages to materials acquired through inter-library loan.

## **PASSES**

Students should not be out of an assigned class and in the corridors without a pass signed by the appropriate faculty or staff member.

## **PUBLIC DISPLAYS OF AFFECTION**

Public display of affection in the school or on school grounds is in poor taste and may result in disciplinary action. Any action beyond hand holding is PDA.

## **SCHOOL BUS CONDUCT**

The driver is in charge of the students and the bus. Students must obey the driver. Any violation of school bus rules will be reported to the asst. principal and/or Director of Transportation and may

result in disciplinary action that includes loss of school transportation. School transportation is not provided for detentions.

## **\*\* EXTRA-CURRICULAR \*\***

### **INSURANCE**

KSHSAA provides catastrophic injury insurance at no cost to the student.

### **PHYSICAL EXAMINATIONS**

All students involved in KSHSAA activities are required to have a physical examination and a completed KSHSAA physical form on file in the office prior to participation in that activity.

### **STUDENT ACTIVITIES - GET INVOLVED!!**

Students are encouraged to take part in extra-curricular activities. A wide variety of clubs, teams, and other activities exist at Jeff West High School for the students. In order to practice or participate in inter-school activities, the following requirements must be fulfilled:

1. The completed Kansas State High School Activities Association (KSHSAA) physical form, including emergency information, on file with the Athletic Director (sports, cheerleading, and dance team only).
2. Have passed five new classes the previous semester.
3. Enrolled in at least five new subjects for the current semester.
4. Observance of rules of eligibility by KSHSAA, the Big Seven League and JWHS.
5. Be in attendance **by 11:00 am each day**. Exception to this policy must be approved by the principal or assistant principal.
6. Be in good standing with the school and the coach or sponsor. Students under discipline assignments may not participate until said assignment is completed.
7. Virtual students- must be enrolled in a minimum of 5 classes of unit weight in a USD 340 school or USD 340 school program.

Students must ride school transportation to and from away contests. Students may not ride home with anyone but their parent or legal guardian. The parent or guardian must notify the coach or sponsor in person that they are taking their child. Each athlete is responsible for the equipment that is checked out to him/her. Students attending a school event the night before are expected to be at school on time the next day.

In all activities, everyone involved should conduct themselves in a sportsmanlike manner, whether a participant or spectator. At school activities, school rules apply, and those who choose not to follow them will earn disciplinary consequences.

### **STUDENT CONDUCT AT ATHLETIC GAMES**

All JWHS students are encouraged to support the Tigers at our athletic contests. It is important that students provide positive support for the Tigers and at the same time refrain from being negative toward officials or our opponents. JWHS will follow the KSHSAA in its enforcement of Rule 52 which includes guidelines for good sportsmanship for all fans to follow. The following are things that will **NOT** be allowed at our JWHS games:

1. Negative yells toward opponents or officials.
2. Profanity at any time.
3. Inappropriate actions (example - yelling "air ball" or saying chants during free-throw attempts at basketball games, etc.)
4. Artificial noise makers.

**Don't lose the privilege of attending athletic events.**

**Be positive in support of the Tigers.**

### **Rule 52 Sportsmanship**

SPORTSMANSHIP is a general way of thinking and behaving.

- \* Be courteous to all (participants, coaches, officials, staff and fans)
- \* Know the rules, abide by and respect the official's decisions.
- \* Win with character and lose with dignity.
- \* Display appreciation for good performance regardless of the team.
- \* Exercise self-control and reflect positively upon yourself, team and school.
- \* Permit only positive sportsmanlike behavior to reflect on the school or its activities.

It is easy, just remember to show support by cheering for the Tigers, not against the other team or officials.

## **\*\* DISCIPLINE \*\***

### **PHILOSOPHY**

Jefferson West Unified School District #340 believes that discipline is all of the actions that support and guide student activities within a school. Discipline includes the training, strengthening, and perfecting of student self-control in such a way as to contribute to the academic and social growth of each student. We believe that Jefferson West High School must maintain a positive, educational climate which is conducive to effective learning. Jefferson West students should adhere to appropriate codes of behavior for their personal development and for the benefit of a positive learning climate within the schools and within the community. Reasonable rules and regulations are necessary for ensuring the best interests and welfare of individual students and the total school population. Each individual has a right to an education, however, that does not mean the individual is entitled to special rights or privileges that interfere with the educational pursuits of others.

Students are expected to become increasingly responsible for their own behavior and work toward the development of such characteristics as:

- \* Personal integrity and honesty
- \* A sense of duty
- \* Self-esteem
- \* Respect for the rights of all persons
- \* A sense of personal responsibility and justice
- \* A sense of self-discipline and pride in ones work and respect for the achievements of others
- \* Respect for ones personal property, the property of others, and public property



The Jefferson West School District's philosophy of discipline is intended to assist students in understanding that school rules function much like the laws in society. Both fulfill a need to protect individual and group rights. Acts of behavior which interfere with the maintenance of an effective learning environment or which are antagonistic to the welfare of other students will not be considered acceptable. A student who commits acts of unacceptable behavior will be subject to disciplinary action.

USD 340's first priority is "Teaching and learning of the intended curriculum for all students." To ensure that all students have an opportunity to learn, we are committed to maintaining a safe environment, an orderly environment, and a productive classroom environment for all students.

The discipline process in USD 340 is designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. To accomplish this, we need the support of all staff, students, and parents.

## **PART I. EXPECTATIONS**

To maintain a safe, orderly, and productive classroom environment, staff, students, and parents will be expected at all times to:

- \*demonstrate self-respect, respect for others, and respect for all things in their environment;
- \*help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline;
- \*handle all conflicts without the use of violence or threats of violence and with respect for the rights of all;
- \*be on task at all times while in the classroom or other learning activities;
- \*complete all academic tasks; and
- \*assist misbehaving students to change their unacceptable behavior to acceptable behavior.

## **PART II. LEVELS OF MISBEHAVIOR**

The identified levels address the three areas necessary to provide a positive and productive teaching and learning environment (safe, orderly, and academically productive environment).

**LEVEL 4: Safe Environment.** Behaviors that are intended to be physically and/or mentally threatening to others and/or are illegal are considered level four offenses. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately. The following are examples of misbehaviors that cause a school environment to be unsafe:

- \* Weapons (including laser devices)-- possession of or use of
- \* Theft
- \* Fighting -- assault or battery of any kind
- \* Intimidation/extortion/threats
- \* Gross disrespect toward an adult -- cursing/name calling
- \* Defiance that contributes to an unsafe environment
- \* Alcohol/drugs (possession, sale or use of)

- \* Sexual harassment of any kind
- \* Arson
- \* Explosive devices
- \* Tobacco (possession or use of)
- \* Harassment on the basis of race, color, religion, ethnicity, gender, disability, or sexual orientation
- \* Arranging public humiliation
- \* Enforcing group exclusion against someone by threatening others if they don't comply

Consequences for level four infractions include short-term OSS, long-term OSS, or expulsion.

**LEVEL 3: Orderly Environment.** Misbehaviors outside the classroom that are not intended to be physically or mentally threatening to others, are not illegal, and do not interfere with teaching and learning, but do negatively affect an orderly environment.

The following are examples of Level 3 misbehaviors:

- \* Disruptive behaviors in the hallway
- \* Disruptive behaviors in the cafeteria
- \* Disruptive behaviors at a school activity
- \* Disruptive behaviors before and after school
- \* Skipping/tardiness/truancy
- \* Being in the hall without a pass
- \* Gambling
- \* Inappropriate use of a motor vehicle
- \* Inappropriate or disruptive behaviors in the parking lot
- \* Solicitation (selling unauthorized items at school)
- \* Inappropriate literature
- \* Filing false emergency reports
- \* Destruction or defacement of property
- \* Inappropriate display of affection
- \* Dress code violations
- \* Public teasing, gossiping, or spreading rumors
- \* Ostracizing through writing
- \* Posting slander in public places or through electronic means
- \* Playing mean tricks to embarrass someone
- \* Excessive bragging that is demeaning to others

Consequences for level three infractions include detentions, Friday school, ISS, or short-term OSS. Adjustments can be made by the building principal to address repeated violations.

**LEVEL 2: Productive Classroom Environment.** Behaviors that occur in the classroom and interfere with the learning of others are level two infractions. The following are examples of Level 2 misbehaviors:

- \* Failing to follow reasonable request of the teacher
- \* Talking out
- \* Horse play

- \* Disturbing another student in any way
- \* Being out of seat without permission
- \* Showing disrespect/defiance
- \* Using equipment improperly
- \* Disrespecting peers/teasing

Consequences for level two infractions include teacher-student conference, temporary removal from the classroom, teacher-student-parent conference, detentions, Friday school, ISS, or short-term OSS. Adjustments can be made by the building principal to address repeated violations.

**LEVEL 1: Productive Personal Environment.** Misbehaviors that occur in the classroom that affect only the disruptive student are considered level one offenses. The following are examples of Level 1 misbehavior:

- \* Not having appropriate equipment and materials
- \* Sleeping
- \* Being off task, but not disrupting others
- \* Failing to turn in homework/failing to complete assignments
- \* Failing to dress out for P.E.

Consequences for level one infractions include teacher-student conference, temporary removal from the classroom, teacher-student-parent conference, detentions, Friday school, ISS, or short-term OSS. Adjustments can be made by the building principal to address repeated violations.

### **PART III. NON-NEGOTIABLE BEHAVIORS**

#### **VIOLENCE FREE POLICY**

USD #340 has developed district policies that identify behaviors that cannot and will not be tolerated from any student. To ensure a safe environment, the district has developed a Violence-Free Policy that clearly identifies the behaviors that no student need tolerate in any of our schools.

It is everyone's responsibility to keep our school free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

#### **A. The Possession of a Weapon**

**Definition:** Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knife, chains, clubs, throwing star, incendiary or exploding device or any other article that is commonly used, or is designed, to inflict bodily harm.

In accordance with Board policy: While on school grounds or at school activities, functions, or events, a student shall not possess any object that, in the opinion of the administration, can be considered a weapon. Possession shall include lockers, clothing, book bags or vehicles.

**Consequences:** All consequences will be in accordance with applicable state and federal laws: Ten (10) days out-of-school suspension with a due process hearing for possible expulsion and notification of the police.

**No pocket knives** are allowed at school, in the event that a student unwittingly brings a small pocket knife (a blade less than 2-1/2inches) to school, that student must immediately meet with the

school principal. The principal will hold the pocket knife until it is picked up by the parent(s). The principal will talk with the parent and student. A warning will be given for first incident. Repeated offenses may result in suspension.

### **B. The Use of a Weapon or Other Objects Used as a Weapon**

**Definition:** Use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, and bats.

**Consequences:** All consequences will be in accordance with applicable state and federal laws: Ten (10) days of out-of-school suspension with a due process hearing for possible expulsion and notification of the police.

### **C. Involvement in a Fight**

**Definition:** Two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm.

**Consequences:** Out-of-school suspension for at least one (1) day with the possibility of ten (10) days suspension with a due process hearing for possible expulsion and possible notification of the police.

### **D. Assault or Intimidation of an Individual(s)**

**Definition:** Any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason.

**Consequences:** Suspension for at least one (1) day with the possibility of a ten (10) day suspension with a due process hearing for possible expulsion and possible notification of the police.

### **E. Bullying**

**Definition:** Repeated exposure, over time, to negative actions from one or more other students. Negative actions can include physical, verbal, or indirect actions that are intended to inflict injury or discomfort upon another. Types of bullying are:

1) teasing (name-calling, insulting, or other behavior that would hurt others' feeling or make them feel bad about themselves; 2) harassment (racial, ethnic, or sexual name-calling or other severe harassment; 3) exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends); 4) physical bullying (pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space); 5) severe physical bullying (punching, kicking, and similar behavior that could result in injury to others); 6) threat of serious violence (threats of using a weapon or other conduct which should be immediately reported; 7) Cyberbullying

**Consequences:** Determined by the seriousness of the actions according to the specific level of infraction.

## **DETENTIONS**

Detentions are assigned to students by the teacher or by the office for inappropriate behavior. Parents will be notified of detentions longer than 30 minutes. Detentions are scheduled every Wed. from 3:30-4:30 pm. Any detention not served by due date will be doubled and due the next week. If a detention is still not served more severe consequences will be issued. Any request for rescheduling a detention period must be made to administration in advance of the scheduled time to be served. Faculty members may request that a detention issued by them be served with them.

## **FRIDAY SCHOOL**

Friday School is assigned by the administration to students for inappropriate behaviors. Students will report to the school no later than 3:30 PM. Friday school will dismiss at 6:30 PM. Students are expected to make all transportation arrangements.

## **SUSPENSIONS/EXPULSIONS**

Students may be suspended (in-school suspension ISS or out-of-school suspension OSS) or expelled for any one (1) or more of the following reasons:

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education; or
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school; or
- Conduct which substantially impinges upon or invades the rights of others; or
- Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States; or
- Disobedience of an order of a teacher, law enforcement officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.

## **ACADEMICALLY PRODUCTIVE CLASSROOM POLICY**

To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
2. If the student stops the behavior, the teacher will continue with the learning activity.
3. If the student does not immediately respond to the teacher's request, he/she will be asked to leave the classroom. The student will be expected to go to the office.
4. If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the principal's office.

Minimum Consequence: Parent-teacher; Teacher-student conference

Maximum Consequence: Out-of-school suspension for one to three days

## ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as one's own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

## ALTERNATIVE LEARNING POLICY

USD 340's priority of teaching and learning the intended curriculum still applies when a student chooses to misbehave. Many of the consequences for misbehavior assign the student to an alternative learning situation. Two possibilities exist for short term cases:

1. **In-School Suspension** - The student will be removed from the regular classroom setting for a pre-determined period of time and placed in the school's designated ISS setting. The student will be assigned teacher-generated assignments and tests from all classes missed. All successfully completed work will receive appropriate credit. **Students serving ISS are not eligible to attend school activities.**
2. **Out-Of-School Suspension** - Any student who is suspended from school for more than two days will be assigned to the Alternative Education Program under the direction of the building principal. The assignment is mandatory and must be successfully completed before returning to the regular school program

## ALTERNATIVE LEARNING GUIDELINES

1. Each Alternative Education Program session will be held in the appropriate setting for the student.
2. A suspended student is responsible for learning all classroom material that was missed.
3. An Alternative Education Program will specifically address the class work missed during the suspension.
4. All successfully completed work will receive appropriate credit.
5. The student will be expected to follow all rules and procedures and stay on task at all times. Failure to comply will result in dismissal from the session with no credit. The obligation will be rescheduled. Continuing non-compliance will result in the loss of the privilege to earn credit in an alternative setting.
6. An Alternative Education Program can be in-school suspension, tutoring, Saturday school, Friday school, or assignment to an after school program from 4:00 – 7:00 p.m.
7. In the unusual situation of a student who is in process under the provisions of the long-term suspension/expulsion policy, that student may be exempt for the alternative education program. This includes the ten-day short term suspension period prior to the long-term suspension or expulsion hearing. Should the student be long-term suspended or expelled, any continued instruction via homework and the credit for that work will be a decision made by the principal on a case by case basis.

Failure to comply with the above will result in the following consequences:

1. Minimum Consequence: The student will be asked to leave the learning activity with the invitation to return if he/she has been assigned for another day.

2. Maximum Consequence: The student will be exempt from any future participation in any of the alternative learning activities.

## **SUBSTANCE ABUSE POLICIES**

### **Drug Free Schools**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-225 103 St. 1928.

#### **Violations of Substance policies:**

- 1) Those violations that occur **during school or at school activity** will be covered by USD 340-JDDA-R Policy.
- 2) Those violations that occur **outside of school** will be covered by Jefferson West abuse policy (violations outside of school)
- 3) If a violation occurs at school and also outside of school -USD 340-JDDA-R Policy will be followed.

## **Drug Free Schools**

### **Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

a. Discipline up to and including short-term suspension; long-term suspension or expulsion from school for up to 186 days.

b. Suspension from all student activities for a period of time as listed below if it is a short term suspension; if a long term suspension or expulsion – it will be the length of those consequences.

1<sup>st</sup> offense – length of short term suspension plus **15** days

2<sup>nd</sup> offense- length of short term suspension plus **30** days

c.. In determining the appropriate discipline, the following factors will be considered:

- Character of the use: possession, use, selling, distributing
- Types of substance: alcohol, marijuana, cocaine, prescription drugs, methamphetamines, other
- First time offense or repeat offense
- Quality and amount of substances used, distributed or possessed

d. A student placed on long-term suspension or expulsion under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol education and rehabilitation program at the students/parents expense.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to

## **JDDA-R**

diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

Drug and alcohol counseling and rehabilitation programs are available for district students from private or public providers. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students may contact the directors of the programs to determine the cost and length of the program.

## **Tobacco Use Free Board Policy**

**GAOC**

The use of tobacco in any form is prohibited in or on all district owned, leased, or rented personal or real property.

### **CIGARETTES AND TOBACCO PRODUCTS**

The use of cigarettes (including electronic cigarettes, vape pens, or like devices) or any tobacco product on school property or at school-sponsored activities, either within or without the School District, is expressly prohibited. Possession of cigarettes, electronic cigarettes, or tobacco products is viewed as intent to use. According to state statute, cigarettes, electronic cigarettes, and tobacco products found in the possession of a minor are declared to be common nuisances and contraband subject to confiscation. Administrators shall report students who are in violation of the law to the appropriate Law Enforcement Agency. In addition appropriate action will be

- First offense - 2 days Out of School Suspension\*
- Second offense - 4 days Out of School Suspension\*
- Third offense - 6 days Out of School Suspension\*
- Fourth offense is a recommendation for long term suspension/expulsion Hearing

**\*Suspension from all student activities for a period of time as listed below:**

**1<sup>st</sup> offense – length of short term suspension plus 15 days**

**2<sup>nd</sup> offense- length of short term suspension plus 30 days**

**3<sup>rd</sup> offense – length of short term suspension plus 45 days**

## **JEFFERSON WEST ABUSE POLICY**

**(Violations outside of school)**

Jefferson West High School recognizes that substance abuse is a significant health problem for many adolescents. The misuse and abuse of chemicals by student/athletes may affect participation in athletics & activities at Jeff West. **Student participation in athletics & activities at Jeff West is a privilege not a right.**

*Activities/Athletics Covered by this Policy - All MS/HS Athletic Teams, Cheerleaders, Weststeppers : Activities covered by this policy- all KSHSAA sponsored clubs/activities, musicals, plays, Thespian club, FFA, FCCLA, FCA, FBLA, Spanish club, SADD, and NHS.*



## **POLICY GUIDELINES**

**Basic Rules** - During the season of practice and competitive play, (which includes the fall, winter, and spring seasons and the summer for Cheerleaders, Weststeppers, FCCLA, FBLA, & FFA due to summer camps, practices and national competitions) regardless of the quantity, **a student shall not:**

- 1) Use a beverage containing alcohol, or receive a ticket for consumption/possession of alcohol
- 2) Use tobacco products -which includes chewing tobacco
- 3) Use or consume, have in possession, buy, sell or give away any other controlled substance defined by law as a drug
- 4) Use mood-altering chemicals

## **ADDITIONAL GUIDELINES:**

- 1) Violations are accumulative throughout the school year-not per sport.
- 2) These rules also cover any portion of an activity season that occurs prior to the start of school or after the close of school.
- 3) If the violation occurs near the end of the season or at the end of the school year, the penalty phase will continue into the next sport the student/athlete participates in.

## **Confirmation of a Violation-**

### **Violations may be reported by:**

- 1) Self Disclosure - (student turns himself/herself in)
- 2) Student admits to violation during initial inquiry by administration
- 3) Faculty or staff witnesses actual violation
- 4) Law Enforcement
- 5) Non-school person- A written report can be the basis of an investigation.

\*\*\*Administrative Team consisting of Principal, Asst. Principal, AD, Coach/Sponsor will accept reports and will investigate if the facts deem it necessary.

## **AFTER CONFIRMATION OF THE VIOLATION-THE FOLLOWING STEPS WILL BE TAKEN-FOR STUDENTS THAT SELF DISCLOSE OR ADMIT TO VIOLATION DURING INITIAL INQUIRY**

First Offense- See suspension table below. The student will still be required to attend practices and the student athlete must complete any additional conditioning program or outside work the coach or sponsor assigns. The coach and player will receive in writing the date that the player is suspended.

<b>HS ACTIVITIES</b>	
<b>ACTIVITY</b>	<b>SUSPENSION</b>
Football / Cheer / Weststeppers	1 ½ games
Volleyball	5 matches
Cross Country	1 meet
Basketball / Cheer / Weststeppers	3 games
Wrestling	5 matches
Track	1 meet
Baseball	2 games
Softball	2 games
Golf	1 tournament

Scholars Bowl	2 meets
Debate	1 meet
Forensics	1 meet
Theatre	1 performance

**Second Offense** - 1/3 of the scheduled competitions suspended, (based on varsity schedule, which can roll over to the next athletic season. The student will still be required to attend practices and the student athlete must complete any additional conditioning program or outside work the coach or sponsor assigns. If offense occurs in a portion of the season in which there are practices but no games the suspension will become effective during the competition portion until 1/3 of the competitions have been missed. The coach and player will receive in writing the dates that the player is suspended. In addition, the student will be required to attend an intake session with a mental health professional during the suspension period. Such appointments will be at the family's expense and documentation will be required. There will be a mandatory meeting between the activities director, the head coach, the parents, and the student before possible reinstatement. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be encouraged to go through the ACE program.**

**Third Offense** - If, after an investigation, it is determined a third violation did occur, the student will be suspended from all activities for a period of 180 calendar days, starting from the date of the 2<sup>nd</sup> offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. The parents and student will be required to submit validation of three consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not, the activities director, the coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be required to go through the ACE program.**

**Confirmation of a Violation-**

- 1) Violation is confirmed after an investigation.
- 2) Faculty or staff witnesses actual violation.
- 3) Law Enforcement
- 4) Non-school Person - A written report can be the basis of an investigation.

\*\*\*Administrative Team consisting of Principal, Asst. Principal, AD, Coach/Sponsor will accept reports and will investigate if the facts deem it necessary.

**First Offense** – 1/3 of the scheduled competitions suspended, (based on varsity schedule, which can roll over to the next athletic season. The student will still be required to attend practices and the student athlete must complete any additional conditioning program or outside work the coach or sponsor assigns. If offense occurs in a portion of the season in which there are practices but no games the suspension will become effective during the competition portion until 1/3 of the competitions have been missed. The coach and player will receive in writing the dates that the player is suspended. In addition, the student will be required to attend an intake session with a mental health professional during the suspension period. Such appointments will be at the family's expense and documentation will be required. There will be a mandatory meeting between the activities director, the head coach, the parents, and the student before possible reinstatement. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be encouraged to go through the ACE program.**

\*\*\*\*\*

**Second Offense**

If, after an investigation, it is determined a second violation did occur, the student will be suspended from all activities for a period of 180 calendar days, starting from the date of the 2<sup>nd</sup> offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. The parents and student will be required to submit validation of three consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not, the activities director, the coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be required to go through the ACE program.**

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**Third Offense**

If, after an investigation, it is determined a third violation did occur, the student will be suspended from all activities for 365 calendar days. However, the student and their parents may petition the district for reinstatement after a minimum of 6 months. The parents and student will be required to submit validation of six consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not the activities director, a coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. **In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be required to go through the ACE program.**

**Guidelines for the student during his/her suspension for the following special school activities:**

1. **Royalty** – student will NOT be able to be a candidate for Homecoming / Winter Festival. Student will NOT be able to attend the Homecoming / Winter Festival Dance.
2. **Senior Parent Night** – Both the student and parent will be able to participate in the Senior Parent Ceremony, but the student will not be able to stay for the game.
3. **Game Attendance** – Student will not be able to attend the game during suspension.
4. **Awards Night** – If suspension has not been completed prior to the scheduled Award Night, the student will not be able to attend. If the student has completed the suspension and ended the season in good standing, they are able to attend Awards Night.
5. **Injury** – If the Substance Abuse Violation suspension occurs while the student is injured and unable to participate in the activity to finish the season, then the student will no longer be a member of the team.

**STUDENT CHARACTER EXTRA-CURRICULAR ACTIVITIES ADDENDUM  
(Violations occurring outside of school)**

Jefferson West High School recognizes that student character and behavior is a significant part of the activity program for our adolescents. Inappropriate criminal behavior by student/athletes may affect participation in athletics and activities at Jeff West. **Student participation in athletics and activities at Jeff West is a privilege not a right.**

**Activities/Athletics covered by this policy include - All MS/HS Athletic Teams, Cheerleaders, Weststeppers: Activities covered by this policy- all KSHSAA sponsored clubs/activities, musicals, plays, Thespian club, FFA, FCCLA, FCA, FBLA, Spanish club, SADD, and NHS**

**POLICY GUIDELINES**

A student convicted of a felony is no longer eligible for participation in activities until the student has served all the requirements of the justice system.

**Basic Rules** - During the season of practice and competitive play, (which includes the fall, winter, and spring seasons **and** in the summer for Cheerleaders, Weststeppers, FCCLA, FBLA, & FFA or any other school sponsored activities summer camps, practices and national competitions), a student shall not:

1) Be involved in criminal activities which result in an arrest or in conduct constituting a misdemeanor or a felony.

**ADDITIONAL GUIDELINES:**

- 1) Violations are accumulative throughout the school year-not per sport.
- 2) These rules also cover any portion of an activity season that occurs prior to the start of school or after the close of school.
- 3) If the violation occurs near the end of the season or at the end of the school year, the penalty phase will continue into the next sport the student/athlete participates in.

**Confirmation of a Violation-**

**Violations may be reported by:**

- 1) Self Disclosure - (student turns himself/herself in)
- 2) Student admits to violation after a conference
- 3) Faculty or staff sees violation
- 4) Law Enforcement
- 5) Non-school Personnel - A written report can be the basis of an investigation.

\*\*\*Administrative Team consisting of Principal, Asst. Principal, AD, Coach/Sponsor will accept reports and will investigate if the facts deem it necessary.

**AFTER CONFIRMATION OF THE VIOLATION-THE FOLLOWING STEPS WILL BE TAKEN-**

**First Offense**

The student will be suspended for 1/3 of the scheduled competitions based on the varsity schedule and school dances or any other school sponsored events during that time. The suspension will begin with the next scheduled competition, and could rollover to the next activity season in which the student participates. The student will still be required to attend practices and the student must complete any additional

conditioning program or outside work the coach or sponsor assigns. If an offense occurs in a portion of the season in which there are practices but competitions have not started the suspension will remain in effect during the competition portion until 1/3 of the competitions have been missed. If, after further investigation by the administration, the offense is determined to be of a severe nature more stringent consequences may be administered. The player and the coach/sponsor will receive in writing the dates that the player is suspended. There will be a mandatory meeting between the athletic/activities director, the head coach/sponsor, the parents, and the student before possible reinstatement.

### **Second Offense**

If, after an investigation, it is determined a second violation did occur the student will be suspended from all activities for a period of 180 school year calendar days, starting from the date of the 2<sup>nd</sup> offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. Whether a petition for early reinstatement is submitted or not, the athletic/activities director, the coach/sponsor, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility.

### **Third Offense**

If, after an investigation, it is determined a third violation did occur, the student will be suspended from all activities for 365 calendar days. However, the student and their parents may petition the district for reinstatement after a minimum of 6 months. Whether a petition for early reinstatement is submitted or not the athletic/activities director, a coach/sponsor, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility.

A student in the juvenile justice system must be in good standing with that system before consideration to be reinstated for eligibility can occur. In good standing with the justice system means that the student has and is abiding by the stipulations set by the courts, which may include but not limited to the completion of community service hours, making restitution, or any other requirement as part of the sentencing agreement. The student may then petition the administration for reinstatement with the understanding that the student is to remain in "good standing" regarding his/her probation.

## **INTERNET USE**

Internet use policies are determined by the USD 340 Board of Education. Parent or Guardian: If you do not agree to the terms and conditions of the internet use agreement and **DO NOT** wish your student to have internet use at school, there is an opt out option available to parents/guardians.

## **Internet Use Agreement Student Form Technology Acceptable Use Policy**

Use of computer network and internet services is an important skill for today's technologically literate students. Jefferson West Schools want to open these avenues of research to our students while attempting to ensure their safety. Please review these rules with your son/daughter with particular attention to #16. Students need to be reminded that the traditional "parent's warnings" against "talking to strangers" apply in this case for the same safety reasons.

1. All use of on-line services (e.g. internet or local area network) must be in support of education and research, being constant with the purposes of Jefferson West Schools.
2. Any use of video or recording equipment in the classroom is to be preapproved in writing by the teacher.

3. Any use of the network to facilitate illegal activity is prohibited.
4. Any use of the network for commercial or for profit purposes is prohibited unless a written request has been submitted to and approved by the BOE.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Network accounts are to be used by those authorized to use the account for only those purposes authorized.
7. Do not use other user's passwords or share your password with others.
8. Communication via the networks should not be assumed to be private or privileged information.
9. No use of the network or Internet shall attempt to disrupt the use of the network or internet by others.
10. Hardware or software shall not be destroyed, modified, or abused in any way.
11. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and damage the software or hardware components of a computer or computing system is prohibited.
12. Hate mail, harassment, discriminating remarks, flaming, spamming, and other anti-social behaviors are prohibited.
13. Installation or any attempt to illegally install or download copyrighted software on district computers is prohibited.
14. No personal software shall be loaded on any school computer or network.
15. Use of network to access or transmit obscene, objectionable or pornographic material is prohibited
16. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited. Never respond to messages that are suggestive, obscene or threatening. Show such messages to an adult/teacher. They can forward a copy to the service provider for investigation.
17. Students should not use or give out any personal information about themselves or the school. This would include but not be limited to: your full name, home phone numbers, home address, school name, social security number, bank account number, credit card number.

#### **Student Pledge for iPad Use**

1. I will take proper care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will bring my iPad fully charged to school every day.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.

7. I will not disassemble any part of my iPad or attempt any repairs or allow any person to do so.
8. I will not share my iPad passcode with another student.
9. I will protect my iPad by keeping it in a protective case.
10. I will use my iPad in ways that are appropriate, meet JWHS expectations, and are educational in nature.
11. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
12. I understand that my iPad is subject to inspection at any time without notice and remains the property of USD 340 Jefferson West School District.
13. I will follow the policies outlined in the iPad Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Jefferson West administration.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to return the District iPad and power cords in good working condition.
17. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
18. I will not alter the operating systems or profiles on the iPad.

## **SCHOOL SONGS**

### **ONWARD TIGERS (Fight Song)**

Onward Tigers, onward Tigers,  
onward to the top.  
We are fighting, always harder;  
we will never stop, rah! rah! rah!  
Onward Tigers, onward Tigers,  
Jeff West is our name  
Fight Tigers, fight, and we will  
win this game!

### **HAIL TO THE BLACK AND WHITE (Alma Mater)**

Hail to the Black and White.  
School, dear Jeff West High;  
We love thee, Black and White.  
Ever loyal till we, ever loyal till we die.  
Long Live her memories,  
So loyal and true.  
Hail to our West High Tigers,  
We'll stay true to you.

## **SIX TRAIT WRITING**

### **Idea and Content**

The content or main theme. Can be looked at as the heart of the message.

### **Organization**

The internal structure of the writing

### **Voice**

The personal voice of author comes through. This gives a sense of the real person speaking.

### **Word Choice**

The use of precise, colorful and rich words to communicate.

### **Sentence Fluency**

The writing flows together often with a rhythm or cadence.

### **Conventions**

Mechanical correctness, including spelling and grammar.

**\*KANSAS SCHOOL SAFETY HELPLINE  
1-877-626-8203**