

usd346.org

JAYHAWK-LINN

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

JUNIOR HIGH HIGH SCHOOL HANDBOOK

2025-2026

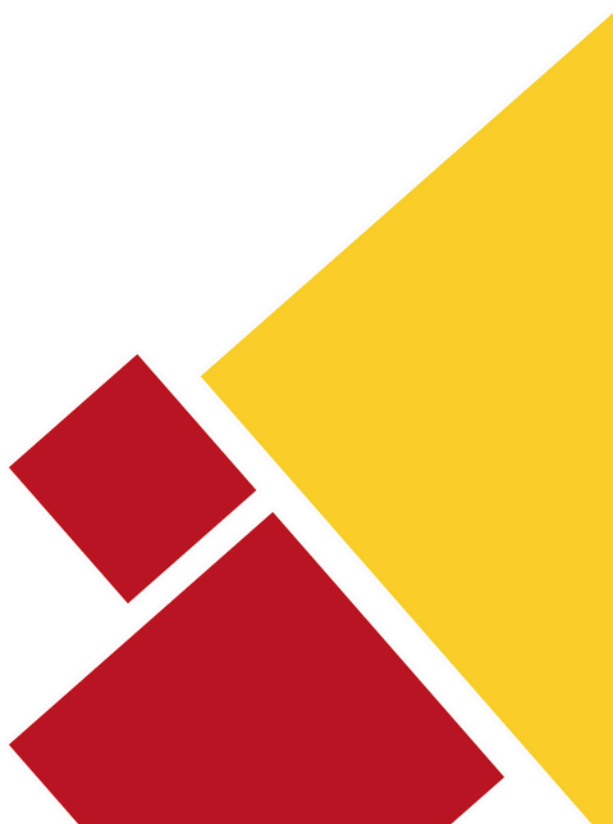


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PERSONNEL

Principal - Julie Samuels
Assistant Principal - Jared Martin
Administrative Assistant - Hannah Martin
Administrative Assistant - Kim Umphenour

School Counselor - Brett Kramer
School Nurse - Candy Gillen
School Resource Officer - David Mohler

Technology Director - Brian Carlson
Assistant Technology Director - Kevin Spencer
Technology Aide - Kim Johanning

Agricultural Education - Brett Brownback
Agricultural Education - Sarah Jordan
Art - Dawn Carlson
English Language Arts - Jessica McGriff
English Language Arts - Nick Stults
English Language Arts - Theresa White
FACS - Courtenay Slinkard
Graphic Design/Computers - Terri Gentry
Hawk Learning Project - Curt Toll
Industrial Arts - John Traul
Math - Shayla Long
Math - Josh Randall
Math - Jesse Secrest
Music - Band and Choir
Science - Jason Casner
Science - Kirk Holt
Science - Kelly Toll
Social Studies - Jeana Brownback
Social Studies - Jake Kramer

Social Studies - Barry Spitzenbarger
Physical Education - Christa Holt
Physical Education - Zach Zerr
Spanish - Jaunita Spitzenberger

ELA/Math/Interventionist Teacher - Nicki Truall
Interventionist - Shelby Krull
Student Support Aide - Bo Meisenheimer

School Psychologist - Joel Schauf
Interrelated Teacher - Jennifer Hughes
Interrelated Teacher - Nicky Burns

Interrelated Paraeducator - Ashley Bronson
Interrelated Paraeducator - Penny Holloman
Interrelated Paraeducator - Mike Kramer
Interrelated Paraeducator - Donna Krum
Interrelated Paraeducator - Shauna Price
Interrelated Paraeducator - Lisa Sterling
Interrelated Paraeducator - Ashton Williams
Interrelated Paraeducator - Morgan Wills

Custodian - Dustin Johnson
Custodian - Galen Lerbs
Custodian - Katie Randall
Night Custodian - Rylan Rogers
Night Custodian - Jesse Conley

Food Service Director - Wendi Baldwin
Kitchen Manager - Kay Northcutt
Kitchen Support Staff - Angela Birdsong
Kitchen Support Staff - Jamie Marsh

GENERAL INFORMATION

Handbook Policies

These JLHS handbook policies have been reviewed and adopted by the USD 346 Board of Education. This handbook does not and cannot cover each and every specific situation/circumstance that students may encounter or question. To avoid making an ill-advised decision, PLEASE seek out the counsel of the building administration to address questions. In the event a situation occurs that is not covered by the handbook, the administration of the high school shall determine a fair manner to address the situation.

Non-Discrimination Statement and Compliance Contacts

Jayhawk USD 346 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission, treatment, or employment in its programs and activities.

If you have questions or issues regarding the above, please contact the Superintendent of Schools, P.O. Box 278, Mound City, KS. 66056 (913/795-2247), Title IX, Section 504 Coordinator, or the Regional Director, Office of Civil Rights, Department of Education, 1150 Grand Avenue, Kansas City, Mo. 64110

Procedure for Complaints

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

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

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

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

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

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

The district is committed to resolving concerns and issues at the lowest appropriate level. Parents/guardians and school personnel are encouraged to work collaboratively to support the best educational outcomes for all students.

Office for Civil Rights
10220 N Executive Hills Blvd, 8th Floor
Kansas City, MO 64153-1367
Phone: (816) 880-4200

SCHOOL SAFETY HOTLINE

1-877-626-8203

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

Regulations (General) OF USD 346

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

School Authority

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

USD 346 Mission Statement

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

Jayhawk-Linn JH/Hs Mission Statement

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

Student Exit Outcomes

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

Building

The Jayhawk-Linn buildings are a focus of pride for the community and our responsibility is to keep it neat. The cafeteria area will open up at 7:30 a.m. for breakfast and the academic area opens at 7:45 a.m. and closes at 3:30 p.m. Students must have permission from the office or be directly supervised by a teacher when outside this window of available time.

Students will not be allowed to remain at the building after 3:30 p.m. if not under the direct supervision of a sponsor, even on days in which an evening activity will be taking place, (ex. games). Behavior in the school halls is a responsibility of all students. We are asked to pick up all litter and trash and not to shove, push, hit, punch, or jump on fellow students. Running in the school building is not accepted, neither is excessive public display of affection (P.D.A. is limited to holding hands). In the event a student is verified as having willfully mutilated, defaced or destroyed school property, the students will be suspended in accordance with B.O.E. policy, will be required to pay a dollar amount including labor costs for repairing the damages, probable community or school service and possibly criminal prosecution since vandalism to school property is a crime in Kansas (misdemeanor or felony).

Class Schedule

JLHS faculty members are on duty between 7:45 a.m. and 3:30 p.m. Students who need to see faculty members for additional work on subjects may do so from 7:45 a.m. to 8:00 a.m. or 3:15 p.m. to 3:30 p.m. School begins at 8:00 a.m. and ends at 3:15 p.m.

High School		
1 st Period	8:00 – 8:47	
2 nd Period	8:52 – 9:39	
3 rd Period	9:44 – 10:31	Lunch
4 th Period	10:36 – 11:23	A – 11:50 – 12:15
5 th Period	11:28 – 12:45	B – 12:20 – 12:45
6 th Period	12:50 – 1:37	
7 th Period	1:42 – 2:29	
HAWK TIME	2:34 – 3:15	

Junior High School		
1 st Period	8:00 – 8:47	
2 nd Period	8:52 – 9:39	
3 rd Period	9:44 – 10:31	Lunch
4 th Period	10:36 – 11:50	7 th – 10:50 – 11:15
5 th Period	11:55 – 12:45	8 th – 11:20 – 11:45
6 th Period	12:50 – 1:37	
7 th Period	1:42 – 2:29	
Activity Period	2:34 – 3:15	

How to Access PowerSchool (Parent Portal)

Step 1: Go to the PowerSchool Website

- Open a web browser and go to: [Insert your school or district's PowerSchool URL here]
<https://usd346.powerschool.com/public/>

Step 2: Log In

- Enter your Username and Password.
- Click Sign In.
- Don't have a login? Contact the school office to get your Parent Account setup and will set your username and a temporary password.

Step 3: View Your Student's Info

Once logged in, you can:

- Check grades and assignments
- Monitor attendance
- View teacher comments
- Set up email alerts for grade or attendance changes
- See test scores
- Pay lunch balances and fees

Using a Phone or Tablet?

- Download the PowerSchool Mobile App from the App Store or Google Play.
- Enter the District Code (you can get this from your school or on the web portal).
- Sign in with your parent username and password.

How to Access Schoology (Parent Account)

Step 1: Go to the Schoology Website

- Open a web browser and go to:
<https://www.schoology.com>
- Click Log In in the upper right corner.
- Then click Login as Parent.

Step 2: Create or Log Into Your Account

- If you already have an account, enter your email and password and click Log In.
- Contact the school, and they will provide you with a Parent Access Code along with instructions for setting up your child(ren)'s account.

Step 3: View Your Student's Courses and Activity

Once logged in, you can:

- See your child's courses and assignments
- View grades and teacher updates
- Message teachers directly

Using a Phone or Tablet?

- Download the Schoology App from the App Store or Google Play.
- Select Log in through [Schoology.com](https://www.schoology.com).
- Enter your email and password.

Need Help - Contact the school office for your Parent Access Code or login assistance.

Visitors

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

Transportation

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

Driving to school is a privilege not a right. Students may drive to school but must follow specific driving and parking guidelines. Improper parking, careless driving, reckless driving, or excessive displays of speed, will likely result in detention time, possibly the loss of parking privileges for an indefinite period, and/or fines. Vehicle parking must observe the lane markings as they are intended. **Yellow zone lanes are for student use while white zone areas are reserved for staff and school vehicles. Students may not park in the front row parking spots (some are "Visitor Parking") in front of the building.** No student parking on the East side of the school. Students are not to sit in cars after arriving at school. Motorized vehicles must stay on the roadway. Students must have permission from the office to go to their cars during the school day. **Students will not be allowed to run individual errands during the school day unless a parent/guardian comes to school to pick up the student.** A standard speed limit for parking lots is fifteen miles per hour (15 m.p.h.) or less. *No all-terrain vehicles and/or 4-wheelers are allowed on school property.*

ACADEMICS

Academic Honesty

Academic honesty refers to demonstrating and upholding the highest **integrity** and honesty in all academic work.

Cheating and plagiarism are common forms of academic dishonesty and subject to disciplinary action.

Cheating/Plagiarism: Using inappropriate methods to complete schoolwork or assisting another student in doing so. This includes, but is not limited to, collaborating on a shared document without teacher permission and inappropriate use of assistive technology.

First Offense: Loss of credit/deduction of points, repeat the assignment, and detention assigned. Teacher will notify the parent and log the offense into PowerSchool.

Second Offense: Loss of credit/deduction of points, repeat the assignment, and ISS assigned. Conference with teacher, student, and parent. Collaborative problem solving. Offense is logged into PowerSchool.

Artificial Intelligence - District Policy

Definitions

- Artificial Intelligence (AI): Any software or tool that uses machine learning, natural language processing, or other AI-based methods to assist in tasks such as writing, problem-solving, or data analysis. Examples include, but are not limited to ChatGPT, Grammarly, DALL-E, and similar tools.
- Cheating: Using unauthorized assistance or materials in completing academic assignments, quizzes, tests, or any other school-related work.
- Plagiarism: Representing someone else's work, including AI-generated content, as one's own without proper acknowledgement.

Policy Guidelines

Acceptable Use of AI Tools

- Students may use AI tools only when explicitly permitted by the teacher for specific assignments or tasks.
- Teachers will provide clear instructions about the permissible use of AI tools in their classrooms.
- Proper credit must be given for any AI-assisted content used, following the citation guidelines established by the

teacher or district.

Prohibited Use of AI Tools

- AI tools must not be used to complete assignments, tests, or projects where the teacher has not granted explicit permission.
- Submitting AI-generated work as entirely original content is considered plagiarism and will be treated as a violation of the district's academic integrity policy.
- Using AI to misrepresent one's own knowledge, skills, or abilities, such as generating essays, solving math problems, or creating art without disclosure, is prohibited.

Consequences for Violations

Violations of this policy will result in disciplinary actions consistent with the district's academic integrity policy.

Potential consequences include:

- Receiving a zero or failing grade on the assignment in question.
- Notification of parents or guardians.
- Referral to the principal for further disciplinary action, which may include suspension or other measures.

Teacher and Staff Responsibilities

- Teachers will educate students about the ethical use of AI and provide examples of both appropriate and inappropriate uses.
- Teachers will design assignments and assessments in ways that minimize opportunities for AI misuse, such as requiring drafts, process work, or in-person components.
- Staff will stay informed about emerging AI tools and their implications for education.

Student and Parent Responsibilities

- Students are expected to ask for clarification if they are unsure about the acceptable use of AI for a specific task.
- Parents are encouraged to discuss academic integrity with their children and monitor their use of AI tools at home.

Reporting and Monitoring

Teachers and staff should report any suspected misuse of AI tools to the building administrator. The district will provide training to help staff identify and address potential cases of AI-assisted academic dishonesty.

Academic Achievement and Testing

The school expects each student to achieve the highest academic standing according to the student's ability and effort. The school district maintains a testing program to assess students' progress and to improve the teaching and learning strategies for the student.

Students are given standardized achievement tests and state competency tests during the school year. Individual test results are confidential and are available only to the student's parents and teachers.

Students referred for testing services for special education will be conducted by the school only after parents give permission to test.

Advisory - Hawk Time

Every student is assigned to an advisory period supervised by an advisory teacher. This period provides time for academic check-ins, social-emotional development lessons, and mentoring. Advisory teachers are available to support, guide, and assist students in their academic and personal growth.

To leave assigned class to meet with another teacher during Advisory - Hawk Time, Adaptive Scheduler must be used. The teacher with whom students have an appointment may not accept any student who failed to use Adaptive Scheduler. Students who are not where they are scheduled to be will be issued disciplinary action.

JH Advisory - HS Hawk Time Schedule

Monday - SEL

Tuesday/Thursday - Interventions/Individual Plans of Study

Wednesday/Friday - Club/Class Meetings

Top Twenty

The top five students (based on cumulative GPA) from each grade are selected for this award each year.

All Jayhawk

The following qualifications must be met to earn the highest honor at Jayhawk Linn Jr/Sr High School as listed in the Course Guide:

- 3.5 GPA (each semester)
- Regular attendance - 6 absences (42 classroom absences) or less (all year)
- 4 tardies or less
- No more than one office referral
- No ISS or OSS
- Involved in two or more Jayhawk Activities/Organizations
- Community Service Documentation

Grade Reports - Grade reports can be found on PowerSchool at any time.

Additional Information Regarding Academics Can be Found in the JLHS Course Guide

Graduation Requirements for Class of 2026 and 2027

4 Units	English
4 Units	Social Studies
3 Units	Science
3 Units	Math
1 Unit	Physical Education/Health
1 Unit	Fine Arts
8 Units	Electives
Total: 24 Units	Required for Graduation

Graduation Requirements for Class of 2028 and Beyond

4 Units	Communication (ENGL - 3.4 units SPEECH .5)
4.5 Units	Society and Humanities (3.5 Social Science and 1.0 Fine Arts)
7 Units	STEM (3 units of Math and 3 units of Science and 1 STEM elective)
8.5 Units	Employability and Life Skills (.5 units P.E., .5 units Health, .5 units Financial Literacy, 7 units elective driven by IPS)
	Completion of 2 Post-Secondary assets
Total: 24 Units	Required for Graduation

JLHS Honor Roll

Two Honor Rolls are compiled for each semester of the school year.

- **Gold Honor Roll:** To qualify a student must receive a 3.5 - 4.0 GPA.
- **Red Roll:** To qualify a student must have a 3.0 - 3.49 GPA

National Honor Society

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

- **LEADERSHIP**- positive leadership, attitude & inspiring to others,
- **CHARACTER**- morally positive, ethical, honest, kind & courteous,
- **SCHOLARSHIP**- a grade point average of at least 3.25 on a scale of 4.0,
- **SERVICE**- loyal and willing volunteer attitude in and outside of school.

Jayhawk Student Success Center

The **Jayhawk Student Success Center** is here to support every student on their path to academic achievement and personal growth. The center offers:

- **Targeted interventions** to help students build skills and stay on track
- **Homework assistance** and a quiet space to focus and catch up
- **Student Assistance Team (SAT)** support for developing individualized success plans
- **Guidance with eligibility** for extracurricular activities
- **Assistance with meeting graduation requirements** and long-term academic planning

Whether you need help with a tough class, support staying eligible, or a plan to reach your goals, the Student Success Center is here for you!

Junior High Promotion

Any student failing a core class at the semester may be required to make up work in order to receive a passing grade.

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

Make-Up Policy

The make-up work policy ensures students can complete missed assignments due to absences while promoting responsibility and academic success.

Reporting Absences

- Students are responsible for promptly reporting their absences for school functions and plan ahead.
- Parents/guardians should notify the school of any anticipated or unexpected absences in advance when possible.
- **Excused Absences:** Include illness, medical appointments, family emergencies, and other pre-approved reasons. Students are entitled to make up for all missed work.
- **Unexcused Absences:** Assignments missed due to unexcused absences **may** result in grade penalties or require completion at the teacher's discretion.

Make-Up Work Procedures

- Students will have one day for each day they are absent to complete and submit make-up work.
- Upon returning to school, the student must collect missed assignments/ notes from teachers and check Schoology.
- In the case of extended absences due to illness or other circumstances, teachers and administrators will work with students and their families to develop an appropriate plan for completing missed work.

Quality and Submission

- Make-up work should be completed with the same level of effort and quality.
- Assignments should be submitted according to the teacher's instructions, which may include specific formats or digital submissions through Schoology when applicable.

Assessment and Grading

- Grades for make-up work will reflect the student's demonstrated understanding of the material and adherence to assignment requirements.
- Teachers may adjust deadlines or provide additional support as deemed necessary to accommodate individual student needs.

Parent/Guardian Involvement

- Parents/guardians are encouraged to monitor their student's progress in completing make-up work and support them in adhering to school policies and deadlines.

Media in the Classroom

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

Postsecondary Planning Meetings

- Seniors and their parents are invited to schedule a postsecondary planning meeting with Mr. Kramer during September. To set up an appointment, please call or email (bkramer@usd346.org) him. Plan for approximately 30 minutes for the meeting.
- Juniors and parent are encouraged to schedule a postsecondary planning meeting with Mr. Kramer in October or November. To set up an appointment, please call or email (bkramer@usd346.org) him. Plan for approximately 30 minutes for the meeting.

Schedule Change Policy

- First semester student initiated changes need to be completed by 4:00 p.m. on Monday, August 18, 2025.
- Second semester student initiated changes need to be completed by 4:00 p.m. on Thursday, January 8, 2026.
- Students may submit request for schedule changes at the following link: <http://goo.gl/aj3m04>

Semester Finals

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

- “A” in the class with 4 or less absences in said class
- “B” in the class with 2 or less absences in said class
- No tardies to said class
- No ISS/OSS

Students cannot be exempt from taking college level class finals.

ACTIVITIES & ATHLETICS - Additional information can be found in the Athletic/Activity Handbook.

Eligibility for Athletic and Extracurricular Programs

All students in USD 346 Jayhawk-Linn Jr/Sr High School may participate in extracurricular activities provided the student meets all of the eligibility requirements set forth by the Kansas State High School Activities Association and the USD 346 Board of Education.

- Academics
 - Students must be enrolled in five or more subjects and have passed five or more subjects in the previous semester.
 - Students must meet the eligibility criteria established by USD 346, which follows:

Eligibility Policy

Jayhawk-Linn has adopted an eligibility policy. Teachers will update grades no later than 3:30 every Thursday. The principal will run a list of failing students on Friday morning. Any student who is **failing one or more classes (semester grade)** when the list is run will be ineligible to participate in any competition, performance, dance, or trip, as part of any extracurricular activity for the following week - effective Sunday to Sunday.

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

All Kansas State High School Activities Association (KSHSAA) rules for eligibility apply.

- Good Standing

- Students who wish to participate in school activities must be classified as a bona fide student in good standing. Students who are under penalty of suspension or whose character or conduct as determined by the administration, discredits the school or themselves, shall be classified as students not in good standing and thus shall be ineligible to participate in school activities for a period of time specified by the administration.
- USD 346 and Jayhawk-Linn Jr/Sr High School recognize the importance of good attendance for academic success. Therefore regular attendance is promoted for student athletes and activity participants. Students must be in attendance for the last half of the day (11:05) to be eligible for participation that night.

Field Trips

The policies of the school (including transportation procedures and dress code) are to be followed during field trips. Students may not attend field trips if they are on the Ineligibility List if they are non-educational and are being used as a reward. *Failure to follow these policies will result in removal from the field trip and possible disciplinary action.*

ATTENDANCE

Attendance Policy

Regular attendance is essential for academic success in high school and is a critical skill for post-secondary achievement. JLHS/JLJHS strongly promotes and expects consistent attendance from all students.

Attendance Requirements

Students who miss more than 10 periods in any class (whether excused or unexcused) may be required to make up the time beyond the 10-period limit to receive credit for the affected class. Make-up time can be completed through one or more of the following options:

- After-school detention
- Attendance on designated Professional Development days (when classes are not in session, but staff are on duty)
- Other arrangements approved by administration

Certain extenuating circumstances may waive the need for make-up time, at the discretion of the building administration.

Documentation and Communication

Parents or guardians are required to provide a written explanation to the principal for any student absence beyond the 10-period threshold. It is the student's responsibility to obtain and complete any missed assignments from teachers. If a student anticipates an absence, the parent or guardian should contact the office in advance to arrange for the student's assignments.

Excused Absences

The following are considered excused absences:

- Illness or long-term illness, with a physician's note or verification from the school nurse
- Medical treatment, with an appointment card provided upon return to school
- Family crisis, as approved by the building principal
- Pre-arranged extended absences requested by a parent or guardian, with prior approval from the principal
- School-approved activities

All other absences are considered unexcused. We adhere to Kansas state law K.S.A. 72-1113(c) regarding unexcused absences.

Truancy

If absences are not verified by parents/guardian and a student is considered legally truant, the principal will send a letter to the parents, residing County Attorney, and District Court Judge. If absences are not verified following the truancy letter, a report will be made to DCF.

By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. K.S.A. 72-1111 defines a non-compliant student to be one who is inexcusably absent from school for: **three consecutive days; or five days in any school semester; or seven days in any school year, whichever occurs first.** **When a student becomes “truant” according to the above Kansas Statute, notice will be sent to the County Attorney.**

The BOE Policy JBD - Absences and Excuses defines a significant part of the school day as two or more hours in any school day.

Tardy Policy (Semester)

The tardy policy at J.L.H.S. supports our attendance expectations and the importance of punctuality in each classroom. Students are expected to be in their classrooms when the tardy bell rings. There are no excused tardies; students not present in the classroom when the bell rings will be marked tardy.

Tardy Consequences

The following consequences apply for cumulative tardies throughout the term:

- **1-2 Tardies:** Teacher warning
- **3-6 Tardies:** 30-minute detention, Contact with parents
- **7-8 Tardies:** 60-minute detention, Parent Meeting

Any further infractions will be reviewed on a case-by-case basis by the administration. Additional consequences may include further detentions or additional ISS if necessary.

First Period Tardies

If a student is tardy to first-period class, they must check in at the office to obtain an admit slip before going to class.

First-period tardies count.

Leaving the Building

No student is to leave the building without first reporting to the office.

Withdrawal Process

Parents should notify the school prior to withdrawal of their child from school, either for transfer or other reasons. The student is then referred to the principal for the final conference and withdrawal form. All school property should be returned and any feed paid.

SCHOOLWIDE EXPECTATIONS - Jayhawk P.R.I.D.E. – Student Code of Conduct

At our school, being a Jayhawk means more than simply attending classes. It means showing character and living out values that reflect pride in ourselves and our community. These expectations are built around five core principles that guide how we treat others, how we face challenges, and how we represent our school. This is what it means to live with **Jayhawk P.R.I.D.E.**:

P – Perseverance - *We give our best effort, even when it is difficult.*

- Remain focused and continue trying, even when facing challenges.
- Be a learner not a finisher - Growth over grades
- Seek help, ask questions, and use available resources to reach your goals.
- Learn from mistakes and remain committed to personal growth.

R – Respect - *We respect others, our school, and ourselves.*

- Treat classmates, staff, and all members of the school community with kindness—by showing care and compassion— with courtesy—by being polite, respectful, and considerate in your words and actions.
- Listen attentively—even when you do not agree—by giving your full attention, staying quiet while others speak, and trying to understand their point of view.
- Take care of school property and shared spaces.
- Show self-respect by making thoughtful, responsible decisions—choices that reflect your values, follow school expectations, and consider how your actions affect yourself and others.

I – Integrity - *We do what is right, even when no one is watching.*

- Be honest in your work, your words, and your actions.
- Take responsibility for your mistakes and use them as learning opportunities.
- Follow through on your commitments and keep your promises.
- Demonstrate strong character, not shortcuts.

D – Discipline - *We take responsibility for our behavior and our learning.*

- Arrive prepared and ready to participate in class.
- Stay on task and use your time wisely during the school day.
- Follow school rules and expectations consistently.
- Accept the consequences of your actions and work to improve.

E – Empathy - *We strive to understand others and show compassion.*

- Be aware of how your words and actions affect those around you.
- Support classmates who may be struggling.
- Speak out against bullying, exclusion, or injustice.
- Consider the feelings and perspectives of others before you act.

Why It Matters

Jayhawk P.R.I.D.E. is not just a set of expectations. It is a way of building a school culture where everyone can feel safe, valued, and supported. These values will not only help you succeed in school but will also prepare you for success beyond graduation. **Choose to live with pride. Choose to live with purpose. Choose to be a Jayhawk.**

Student Behavior/Expectations

- **Be Respectful** – Use appropriate language, follow directions, and respect others' personal space.
- **Be Responsible** – Come to class prepared, complete work on time, and be accountable for actions.
- **Be Safe** – Keep hands, feet, and objects to yourself; move through the building safely.
- **Be Engaged** – Stay on task, participate actively, and use time wisely.

Student Behavior and Consequences

Behaviors that disrupt the learning environment or compromise school safety are unacceptable. The following list provides examples of such behaviors. While not all-inclusive, these actions may result in disciplinary consequences, including detention, in-school suspension (ISS), out-of-school suspension (OSS), expulsion, and/or legal action.

The district retains the right to discipline any student, up to and including expulsion.

Classroom-Level Consequences (Teacher-Managed)

- **Verbal Warning** – Reminder of expectations.
- **Seat Change** – Relocate within the classroom if behavior persists.
- **Parent Contact** – Call, email, or message home to inform about behavior concerns.
- **Office Referral** – Sent to administration for further action if behavior continues.

Severe behaviors (violence, drugs, threats, extreme defiance) may bypass steps and lead directly to ISS, OSS, or legal action.

Repetitive disruption within the same period or severe disruption

Consequences will be assigned by administrator up to and including suspensions

Verified infractions: minimum 1 period administrative detention

Acts of student behavior that interfere with a positive learning environment are unacceptable. The following list is not all-inclusive, but these unacceptable acts carry consequences of detention, suspension, expulsion, or arrest (or a combination thereof):

Minor Offenses

Examples include, but are not limited to:

Clothing violations
Misbehavior during school activities
Possession of food outside the cafeteria
Lunchroom misconduct
Inappropriate public displays of affection
Classroom disruptions
Cheating or academic dishonesty
Forgery
Computer misuse
Defacing or damaging school property
School bus misconduct
Possession of lighters or similar items
Insubordination or disrespect toward staff
Vehicle violations
Use of profanity

Major Offenses

Examples include, but are not limited to:

Possession or use of fireworks
Tampering with emergency equipment
Profanity directed at staff
Skipping class
Extortion
Possession, use, or distribution of drugs
Possession of drug paraphernalia
Possession or use of alcohol
Use or possession of tobacco or vaping products
Theft
Physical assault
Fighting
Harassment or intimidation
Threats toward students or staff
Possession of weapons (including knives)

Consequences for Minor Offenses

- A first offense may result in detention or in-school suspension (ISS), depending on the severity of the incident.
- Repeated violations will result in progressively more serious consequences, determined by administration on a case-by-case basis.
- Administration reserves the right to reduce or increase consequences based on the nature and severity of the offense and may implement alternative disciplinary measures when appropriate.

Consequences for Major Offenses

- A first offense may result in in-school suspension (ISS) or out-of-school suspension (OSS) ranging from 1 to 10 days, depending on the severity.
- The School Resource Officer (SRO) will be notified and involved when necessary.
- Multiple major offenses may lead to extended OSS and can result in a formal hearing for long-term suspension or expulsion.
- Administration has discretion to adjust the disciplinary response based on circumstances and severity.

Multiple major offenses may result in additional OSS and could lead to a formal expulsion hearing.

Administration reserves the right to adjust consequences based on the nature and severity of the behavior and may implement alternative disciplinary measures as needed.

Bullying

"The district is committed to maintaining a learning environment free from bullying, discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. A [Bullying/Harassing Behavior Complaint Form](#) is available on the district website under the **Students/Parents** tab.

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

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member, or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

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

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

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

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

Bullying/Harassment/Racial or Sexual Harassment

1st Offense: Warning/ISS/OSS depending upon the severity/nature of the offense

2nd Offense: ISS/OSS (depending upon the severity/nature of the offense and a meeting with parents

3rd Offense: 3-5 days OSS and possible hearing held for long-term suspension

4th Offense: 5-10 days of OSS and possible hearing held for long-term suspension

Cell Phone Policy

Purpose:

To create an environment focused on learning, respect, and personal responsibility, Jayhawk Junior High and High School will implement a school-wide cell phone policy to minimize distractions and promote student engagement.

Policy Overview:

Students are **not permitted to have cell phones on their person** during school hours (from the first bell until the final bell). The devices must be turned off and **stored in the student's assigned academic locker** throughout the school day.

Before School:

Students may use cell phones before entering the building. Upon entering the building, phones must be turned off and placed in lockers before the first bell.

During School Hours (Start Bell – Dismissal Bell):

Phones must remain **in lockers**, powered **off**.

Phones may **not** be kept in pockets, backpacks, or on their person.

After School:

Students may retrieve and use their cell phones once the final bell has rung.

Consequences for Non-Compliance

1st Offense: Phone is placed in a locked bag, held in the office until the end of the day, 60 minute detention (two lunch detentions)

2nd Offense: Phone is placed in a locked bag, held in the office until the end of the day and must be picked up by a parent/guardian

3rd Offense: Progressive discipline, which may include loss of privilege to have a phone at school.

Emergencies:

If a student needs to contact home during the school day, they may request to use the office phone. Parents/guardians needing to reach their child should call the main office.

Rationale:

- Reduces classroom distractions
- Promotes academic focus and social interaction
- Supports student mental health by reducing screen time and social media exposure during the school day

Support:

Lockers are assigned to all students. Staff will reinforce expectations during the first week of implementation and support students with reminders as needed. Consistency from all staff will ensure fairness and clarity.

Threats to Teacher/Staff Member

First Offense: Up to 5 days OSS and a hearing to determine if a student returns to school. Report filed with SRO.

Second Offense: Up to 5 days OSS and possible hearing held for long-term suspension. Report filed with SRO.

Nicotine Delivery Devices

To support student health and maintain a safe, substance-free learning environment, the possession, use, or distribution of any nicotine delivery device is strictly prohibited on school grounds, during school hours, and at any school-sponsored events or activities.

Nicotine delivery devices include, but are not limited to:

- Traditional tobacco products (cigarettes, cigars, chewing tobacco, snuff)
- Electronic cigarettes or vapes (e.g., JUUL, Puff Bar, Hyde)
- Nicotine pouches (e.g., Zyn, On!, Velo)
- Heated tobacco products (e.g., IQOS)
- Nicotine gum, patches, or lozenges (unless part of a documented cessation program approved by the school nurse or administration)

First Offense: 3 days OSS and report filed with SRO

Second Offense: 5 days OSS and report filed with SRO

Third Offense: 10 days OSS and report filed with SRO. Possible hearing for long-term suspension

Vandalism to School or Personal Property

Students are expected to respect school property and the property of others at all times. Any student who willfully damages, defaces, or destroys school property—including buildings, furniture, equipment, textbooks, or materials—will be held accountable for the cost of repair or replacement.

This includes, but is not limited to:

- Writing on or damaging desks, walls, lockers, or school buses
- Tampering with or damaging school technology or instructional materials
- Vandalism of bathrooms, hallways, or any part of the school campus
- Damage to another student's or staff member's personal property

Consequences for property damage may include

- Financial restitution
- School disciplinary action (detention, in-school suspension, out-of-school suspension)
- Loss of privileges
- Involvement of law enforcement, depending on severity

Accidental damage should be reported immediately to a teacher or administrator. The school will work with students and families to determine next steps in cases of accidental versus intentional damage.

Weapons

Up to 10 Days OSS and possible hearing held for long-term suspension/expulsion

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

Dress Code

Students are expected to dress in a manner that reflects **neatness, and good taste** while maintaining a **positive and distraction-free learning environment**.

- All students must wear **neat and school appropriate attire** suitable for an educational setting.
- **Shoes must be worn** at all times while in school.
- **Blankets are not allowed** in the school building.
- Standard ball caps are permitted at school, as long as they are not a distraction to the learning environment. Classroom teachers have the discretion to ask students to remove their hats during class.

Prohibited Attire

- Clothing that is **obscene, offensive, or disruptive** to the learning environment.

- Apparel that promotes **violence, illegal activities, drugs, alcohol, tobacco, or gang affiliation.**
- Clothing that **compromises safety** for the student or others.
- **Hoodies may not be worn over the head at any time.**
- **Extreme or overly revealing apparel** that is deemed inappropriate for school.
- **Sunglasses**, including prescription sunglasses, may not be worn inside the school building.

Dress Code Violations

Students in violation of the dress code will be asked to correct the issue. **Failure to comply will be considered a behavioral issue and result in an office referral.**

This policy ensures a respectful and focused learning environment for all students.

Drug Free Schools

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

Lockers

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

Personal Property

Students/parents are advised to mark all personal property with their name or an identification mark. **Students should not bring valuable items or large amounts of money to school.** It is suggested that students do not borrow or lend money or items of value. Please report any lost or stolen items to the office as soon as possible and check the "lost & found" items in the office periodically. Students are asked not to use another student's locker or locker contents. ***It is the responsibility of the student to lock and secure personal property in a locker to avoid theft.***

Racial and Disability Harassment

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

Sexual Harassment

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

Sportsmanship

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

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

Suspension

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

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

It is the responsibility of the student to get their assignments when suspended. Assignments are due the day that student returns to school.

Suspension - In-School is a disciplinary action in which a student is removed from their regular classes but remains on campus in a supervised setting. During ISS, students are expected to complete academic work, follow school rules, and refrain from socializing. The purpose of ISS is to provide a structured environment that reinforces accountability while allowing students to stay current with their coursework. Failure to comply with ISS expectations may result in further disciplinary action.

Suspension - Out of School is a disciplinary action in which a student is temporarily removed from school and is not allowed to attend classes or participate in school activities for a designated period of time. During OSS, students are expected to complete any assigned coursework independently. The purpose of OSS is to address serious behavioral violations while providing an opportunity for reflection and correction. Failure to comply with OSS guidelines may result in further disciplinary action.

Technology Device Policy: Expectations/Internet

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

- Bring your device to school every day.
- Students are to provide for the general care of their device. Ex: store device in provided case, do not toss book bag or storage case onto desktop, or on the floor, etc....
- Students are to use the device only when approved by the classroom teacher.

Violation of these general rules shall result in consequences that will be handled on a case-by-case basis by administration.

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

- Students are not to create or use "proxy" sites.
- Students are not to leave their device unattended at any time.

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

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

Violation of these policies will result in consequences assigned by the administration.

HEALTH

In accordance with Kansas laws, we will do screenings for vision, hearing, and dental. If you prefer that your child not be screened, you must notify our office in writing of your wishes. To opt out of these screenings, please provide proof of exam or treatment from within the last 6 months.

Vision Screening: Vision screening will be done yearly: Pre-K, K, 1st, 2nd, 3rd, 5th, 7th and 10th grades. You may OPT out of this screening, please provide the office with a “proof of vision exam” from your vision specialist.

Hearing Screening: Hearing screening will be done on all students every three years Pre-K, K, 1, 2, 3, 5, 7, 9, 11 grade students and any student new to our district. You may OPT out of this screening, please provide the office with a “proof of hearing exam” from your student’s hearing specialist.

Dental Screening: Dental screening and treatment, if needed, will be offered to all students. You may OPT out of this screening, please provide the office with a “proof of dental exam” from your student’s dentist.

The school nurse is glad to provide a vision or hearing screen on any student whose parent and/or teacher has a concern and desires screening. If a student fails the screening, a referral letter is sent home to the parent/guardian asking that the child be taken to an optometrist or ophthalmologist for a vision exam or a doctor for further evaluation of hearing. This referral form, along with the doctor’s findings, should be returned to the school nurse. If you are unable to afford an exam, glasses, or hearing devices for your child, PLEASE contact the school nurse or building principal.

Immunizations: Kansas State law and USD 346 require all students in the district have a completed immunization record indicating that they are properly immunized against specific diseases. The school nurse audits your student’s health record. The school nurse will notify the parents/guardian in writing if records are not in compliance. It is our sincere hope that every parent/guardian complies with this law for the benefit of all children who attend school.

Exempt for Immunizations: Medical reasons: Please provide an annual written statement signed by a licensed physician stating the physical condition of the child to be such that the test or immunization would seriously endanger the life or health of the child.

Religious reasons: Please provide an annual written statement signed by parent/guardian stating that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or immunization.

Students that are not current with immunizations, or are except for medical or religious reasons, shall be excluded from school in the event of an outbreak or suspected case of a vaccine preventable disease.

Medication Administration at School

Prescription Drugs: Prescription drugs are supplied by the parent/guardian. Written orders from a physician and an Authorization to Administer medication at school form must be filled out and signed by the physician before medication can be given at school, the parent/guardian must also sign this form. The information will include the name of the student, date of birth, name of the medication, dosage, route of administration, and time of medication is to be taken.

ALL prescription medication must have the label attached by the pharmacist/physician and will include on the container: the child’s name, the name of the medication, the dosage, and the physician’s name.

Non-Prescription drugs (over-the-counter): Students are **NOT** allowed to carry any over-the-counter medications with them during school. This includes, but is not limited to, Tylenol, ibuprofen, Advil, etc. Prescribed medications such as inhalers may be carried with a doctor’s note and on file with the nurse’s office. All over-the-counter medication must be sent in the original container marked with the student’s name and accompanied by a parent’s authorization to administer. Or the parent may sign the over-the-counter medication section on the student health information sheet giving the school nurse, or delegated personnel, authorization to administer. **ONLY** the instructions on the container will be followed unless the physician provides alternative instructions.

It is the parent/guardian's responsibility to provide the school with the over-the-counter medication that you would like administered to your child, this includes but is not limited to; cough drops, Ibuprofen, Tylenol, TUMS, anti-itch cream, and Benadryl. When providing the school nurse with over-the-counter medication, please make sure that your student's name is on the outside of the bottle or package.

If a question would arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician.

Any change in the time or dosage of medication must be accompanied by a written request from the physician.

It is the student's responsibility to come to the health room for assistance in taking medication.

Medication should NOT be sent with students on the bus. **PARENTS SHOULD DELIVER MEDICATION TO THE SCHOOL NURSE OR OFFICE CLERK.** Medication should be picked up by the parent when the illness is concluded or at the end of the school year. The nurse will NOT send medication home with a student.

The administration of medication is a nursing activity that must be performed by or under the supervision of a registered professional nurse or a licensed practical nurse. A school nurse may delegate the administration of medication to unlicensed personnel who are trained by the nurse to administer medications.

All students must have a current health history on file in order to receive any medications from the health office. Any medication not picked up by an authorized adult shall be discarded at the end of the school year.

Fever: Any student with a temperature elevated above 100 degrees F, should be excluded from school for 24 hours after the fever has ceased without the aid of fever reducer. Students with an elevated temperature above 100 degrees F must be picked up from school.

Vomiting: Any student that vomits shall be excluded from school. Students should be picked up and kept at home until vomiting stops. If the student has a fever, the student should be 24 hours fever free, without the aid of a fever reducing drug, before returning to school.

Conjunctivitis (Pink Eye) Eye Drainage: Conjunctivitis is redness and inflammation of the membrane that covers the eye and lines the inner surface of the eyelids. Any student with oozing eye drainage, pain, or redness of the eye or eyes shall be excluded from school until proper treatment has begun. The student may return once symptoms have cleared.

Ringworm: Ringworm is a fungal infection of the body, scalp or feet. If a student is diagnosed with ringworm, the student must be excluded from school until treatment has begun. However, the student may remain in school if the lesion can be covered. In order to prevent spreading, treatment must be started as soon as detected. Any child with ringworm should not participate in gym, or any other contact activities that are likely to expose others until treatment has begun.

Head Lice: Students infested with head lice shall be excluded from school until treatment is completed and NO LIVE BUGS and NO NITS (eggs) are present.

Insurance: Student and Athletic

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

NUTRITION

Lunch will be eaten in the cafeteria.

With authority established by **USD 346 Board of Education policy JGH, students will remain at school through the lunch period.** Students may purchase meals from the school lunch program or bring lunch from home. Parents may also bring a lunch to the office that will be delivered to the student. Lunch and breakfast food is to be eaten in the cafeteria during the school day unless some other arrangement has been made (i.e., organization meeting or classroom guest speaker or periodically on outside tables). Breakfast is served from 7:30 a.m. until 7:55 a.m.

Second Chance breakfast

Second Chance Breakfast offers students an additional opportunity to eat a healthy meal after the start of the school day. It is available during 1st and 2nd passing period giving students who may have missed breakfast before school a chance to refuel and stay focused for the rest of the morning.

Emergency Safety Interventions

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

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

Threats/Intimidation

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

STUDENT COUNCIL

Article I: Membership

- All candidates must complete and submit an application by the posted due date to be eligible.
- Officers: President, Vice President, Secretary, and Treasurer
 - Only Juniors and Seniors may run for President or Vice President.
- Appointed Officials: Two students (Freshman through Senior) will be selected by the STUCO President and Sponsor.
 - These officials may represent STUCO at conferences and special events.
- Representatives: Students currently in grades 8–11 may apply. Representatives will be selected by incoming officers and the sponsor based on applications.

Article II: The Cabinet and Representatives

Any full-time JLHS student with a 3.0 GPA or higher and in good standing is eligible to apply.

Cabinet Roles:

- President
- Vice President
- Secretary
- Treasurer
- Two Appointed Officials
- STUCO Members

Cabinet Duties:

- Meet weekly or as needed
- Organize and plan STUCO activities
- Allocate funds for scholarships
- Represent JLHS with pride, respect, and dignity
- Bring student concerns to STUCO
- Amend and ratify the Constitution

Article III: Responsibilities of Officers and Members

- President
 - Lead meetings
 - Represent student body to administration
 - Vote on tied decisions
 - Appoint committees and call special meetings
- Vice President
 - Assume President's role when needed
 - Monitor all committees
- Secretary
 - Record meeting minutes
 - Post minutes publicly within three days
 - Handle correspondence and communication
- Treasurer
 - Work with sponsor on financial records
 - Maintain STUCO income and expenditure logs
- Representatives & Appointed Officials
 - Represent class interests
 - Assist sponsor with activities
 - Attend meetings regularly

Article IV: Procedures

- STUCO powers are delegated by the Board of Education, student body, and administration.
- The principal has authority to veto STUCO actions or revoke powers when necessary.

Article V: Constitution

- Amendments must pass by a majority vote of STUCO.
- Student body may petition amendments, requiring two-thirds STUCO ratification.
- The Constitution will be reviewed and revised annually.
- Any action outside the Constitution is null and void.

Article VI: Impeachment and Removal

Members may be removed for:

- Missing meetings
- Failing to fulfill duties
- Misconduct harmful to the school's image

Definitions:

- Impeachment: Formal process of reviewing a member's actions
- Review Board: Includes Sponsor, Class Sponsor, Activities Director, and STUCO Officers
- Probation: One-time warning; a second offense may result in removal
- Ineligibility: Three instances of appearing on the ineligible list may lead to removal

Article VII: Royalty

- STUCO hosts two Royal Courts each year:
 - Fall Sports Homecoming
 - Winter Sports Courtwarming
- Eligibility:
 - Students must meet weekly academic eligibility
 - Must be actively involved in a school-sponsored activity
 - Must be in good standing
- **Court Members:**
 - One King and one Queen, with three attendants each
 - Students chosen for Homecoming are not eligible for Courtwarming
- **Process:**
 - If not enough eligible students, previous non-winners may be re-entered
 - Voting occurs at least two weeks prior; candidates announced the next day

CLUBS, ORGANIZATIONS & ACTIVITIES

Students are invited to participate in any of the following groups

Baseball	Jacob Crahan
Cheerleading	Katie Parscale
FCCLA	Courtenay Slinkard
FFA	Sarah Jordan
HS Boys Basketball	Zach Zerr
HS Football	Bo Meisenheimer
HS Girls Basketball	Chris Thomas
HS Girls Golf	Chris Thomas
HS Golf	Chris Thomas
HS Student Council	Courtenay Slinkard
HS Track	Shayla Long
HS Volleyball	Christa Holt
HS Wrestling	Brett Kramer
HS/JH Cross Country	Shayla Long
HS Scholars Bowl	Jennifer Hughes
JH Scholars Bowl	Jennifer Hughes
JH Boys Basketball	Barry Spitzenberger
JH Football	Kirk Holt
JH Girls Basketball	Lacey Earnest
JH Golf	Barry Spitzenberger
JH Leadership	Courtenay Slinkard
JH Track	Nicki Traul
JH Volleyball	Chasity Ware
JH Wrestling	Brett Kramer
Softball	Christa Holt
Yearbook	Juanita Spitzenberger