

2023 - 2024
Jefferson County North Elementary Middle
Student Handbook



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ELEMENTARY/MIDDLE SCHOOL STUDENT HANDBOOK

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**The Mission of
U.S.D. #339**

The mission of Jefferson County North is to provide a quality education for all students enabling them to assume a positive role in society.

**The Mission of
Jefferson County North
Elementary/Middle School**

The mission of Jefferson County North Elementary / Middle School is to involve students in a wide range of learning experiences which meet each students' individual needs, and promote creativity and self esteem, while preparing them to succeed in a changing society.

NONDISCRIMINATION STATEMENT

USD 339, Jefferson County North does not discriminate on the basis of race, color, religion, sex, age, disability, or national origin in admission or access to, or treatment or employment in, its programs or activities.

Any questions regarding compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, Compliance Coordinator, who can be reached at 913-774-2000, USD 339, 310 5th Street, Winchester, Kansas, 66097, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

SAFETY/EMERGENCY PHONE NUMBERS

KANSAS SCHOOL SAFETY HOTLINE – 1-877-626-8203

BULLYING PREVENTION HOTLINE -- 800-332-6378

CHILD ABUSE REPORTING HOTLINE -- 800-922-5330

SUICIDE PREVENTION LIFELINE—1-800-273-8255 OR 1-785-841-2345

SCHOOL START / DISMISSAL TIMES

1. School will start at 7:55 A.M. and end at 3:20 P.M.
2. Student arrival times: **Doors open and breakfast is served at 7:30 AM**
3. Students are to leave school grounds after classes are dismissed at 3:20 P.M., unless they have a specific duty or activity scheduled, and are directly supervised by a teacher.

MESSAGES TO STUDENTS

If parents, or other persons, have reason to contact a student while the student is in school, they must do so by first contacting the office. Parents are strongly encouraged to give messages to students outside of school hours, but it is realized that this is not always possible. In all non-emergency cases a message will be given to the student as soon as possible. In case of a serious emergency, the student will be called to the telephone. To insure that a student receives a message by the end of the school day, please call prior to 2:30 P.M.

CELL PHONE/ ELECTRONIC DEVICE USAGE

In order to protect our learning environment, cell phones and other electronic devices are not to be seen during school hours. Parent/guardian may call the office and leave a message for their student. The office and classroom phones require staff approval before student use.

- **Morning Time**—Electronics use during morning time is a privilege and should be used responsibly. If used irresponsibly as determined by the principal, this privilege may be taken away.
- **School Day**—Cell phones/electronic devices must be put in the student's locker before 1st hour and remain in the locker for the rest of the school day and retrieve them to use after exiting the school building.
- **Classroom Usage**—Students may use cell phone/electronic device for curricular purposes upon teacher request or for a special event as approved by the administration or classroom teacher. The cell phone/electronic device must be retrieved at the beginning and return to the locker at the end of that class period.
- **Hotspots**—With increasing use of “hot spots” allowing students to circumvent our server while at school, “hot spots” from cell phones/electronic devices are not to be used in our school building at any time.
- **Privacy**—Students are never allowed to video, take pictures, broadcast live, or engage in any other activities that infringe on the privacy of the school, school personnel, other students, classrooms, athletic practices or anywhere on campus unless directly given permission by staff. Cell phones/electronic devices are NEVER allowed to be used in private areas such as restrooms, locker rooms, or other areas where privacy is intended.

Violation of these expectations will result in confiscation of the cell phone/electronic device. After the first offense, the student will be allowed to retrieve the cell phone/electronic device from the principal at the end of the day. After the second offense, parent/guardian will be allowed to retrieve the cell phone/electronic device from the principal at the end of the day. Repeated offenses may result in disciplinary action.

PARENT CONFERENCES

In addition to the regularly scheduled conferences (See SCHOOL CALENDAR), parents are encouraged to visit with the teacher(s) and/or administrator(s) when the need arises.

CONTACT INFORMATION

Inform the office if you have a change of address or phone number in order to help in addressing mailings and in case of emergencies. All parents must list an emergency phone number where they can be reached quickly. Work phones should also be listed and corrected when changed.

SCHOOL ATTENDANCE

Good attendance is a strong indicator of student success. At times, missing school is a must. Students who are ill should not be in school. It is very important that a child does not return to school too soon after an illness. We ask parents to notify the school on the day of a child's absence between 7:30 A.M. and 8:15 A.M., and give a reason for the absence. If this notification does not take place, school personnel will phone the parents to confirm the absence. This procedure must take place for each day the student is absent. The building administrator can request a note from a physician explaining the reason for the absence before the absence is excused. Any student with (7) or more absences in a semester, be they excused or unexcused, will have their attendance record reviewed by the building principal to determine what measures need to be taken to improve the student's attendance.

According to Unified School District #339 Board of Education Policy, excused absences include:

- 1) personal illness; and
- 2) an appointment with medical or legal professionals such as doctors, dentists, and lawyers.

According to Unified School District #339 Board of Education Policy, attendance at the following will be excused only if cleared in advance with the school office:

- 1) funerals;
- 2) non school sponsored events/trips; and
- 3) religious activities.

According to Unified School District #339 Board of Education Policy, advanced excused absences for absences other than those defined under “excused absence” can be made. The final decision as to whether the absence is excused or unexcused will rest with the building principal. Unexcused absences could subject the student to detention or suspension. Students have two days for each day missed to make-up missed work resulting from an excused absence, unless other arrangements are made with the building principal. Excused absences not made-up in that time will follow ASAP policy.

According to Unified School District #339 Board of Education Policy, students attending the E/MS who are absent from school for more than 3 consecutive days or 5 days in any semester, without a valid and acceptable excuse, shall be deemed truant by the school district. By state statute written notice will be provided to the parent/guardian notifying them of the concern, and a meeting set with the parent(s), building principal, school counselor, and student to determine an acceptable course of action. The next unexcused absence will result in a report made to the Jefferson County Attorney's Office and Jefferson County Office of Social and Rehabilitation Services.

If a student is absent after 11:30 on the day of an activity he/she will not be permitted to participate in the activity that day. However, if the student has an appointment with medical or legal professionals such as doctors, dentists, and lawyers, or has permission of the building principal before hand, this provision may be waived.

Students that arrive to school 30 minutes or more after the start of the school day are considered to be missing significant instructional time. These absences will be considered under the above truancy policy and reported to authorities.

- **Tardy for Class** – All students are expected to be in class when the bell sounds, or they will be counted tardy. All tardies are to be recorded by the teacher, and reported to the attendance secretary. The third tardy to a class may carry a penalty of make-up time not to exceed an hour. Tardy for class due to inclement weather will be considered unavoidable and excused. Other tardies are unexcused and will be recorded

GRADING SYSTEM

The following marking system will be used for both report cards and progress reports:

- A - Superior Work
- B - Very Good Work
- C - Average Work, that meets requirements
- D - Below Average Work, that meets only minimum requirements
- F - Failure - Does Not Meet Requirements
- P - Pass - The student passed the course
- I - Incomplete - The student did not complete requirements, but has two weeks following the grading period to satisfactorily complete assignments. If the work is not satisfactorily completed, the grade will automatically be changed to an F.

Elementary level teachers may use the grading system as printed above or assign grades based on the following letter system:

- S – Satisfactory Progress
- N – Needs Improvement
- U – Unsatisfactory Progress

Student Report Card - Student report cards will be distributed when parents come for parent-teacher conferences at the end of the first nine-week period. Report cards will be given to students to take home on the day designated following the end of the second and third nine-week periods. Parents may pick up final nine-week report cards as posted on the calendar.

Student Progress Reports - Progress reports are sent home during the mid-point of each 9-week grading period to all students. All students who demonstrate they are at-risk for academic failure will be assigned to ASAP (See below)

After School Assistance Program (Middle Level Only)

ASAP is an after school program in which students are assigned for failure to:

- Earning a D or F in any course
- Incomplete assignments
- Retaking failed tests (Students will be assigned for two ASAPs. One ASAP is to study for the test, and the 2nd ASAP is for the retake.)

It is held every Tuesday and Wednesday after school from 3:30-4:30 p.m. Students that are assigned to ASAP are required to attend the entire hour. Students will not be allowed to leave early unless prior permission has been granted by the building principal. There will be transportation back to the high school following each night's program. Students must attend ASAP, unless the assignment is turned in prior to the assigned ASAP and the referring teacher approves of the dismissal.

HONOR ROLL (Middle Level ONLY)

After each quarter the Jefferson County North Middle Level Honor Roll is published so students can be recognized for their academic achievement. There will be an Honor Roll for each Quarter and Semester. The Honor Roll will have three levels, as outlined below:

Principal's Honor Roll - For students who receive a cumulative 4.0 grade point average(G.P.A.) for an entire grading period.

Green Honor Roll - For students who receive a cumulative 3.5 to 3.99 grade point average (G.P.A.) for an entire grading period.

White Honor Roll - For students who receive a cumulative 3.0 to 3.49 grade point average (G.P.A.) for an entire grading period.

The Honor Roll will be computed utilizing the following grading system. (Pass/Fail courses will not be used in computing overall G.P.A.)

<u>Grade</u>	<u>Points</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

PROMOTION - RETENTION

By U.S.D. #339 Board of Education policy, the decision for either the promotion or retention of a student, the principal will consider the viewpoints of the appropriate personnel and parents. The final decision shall rest with the building principal.

At the middle level (7-8) the following general guidelines will be followed with regard to promotion / retention:

- * Students that earn a failing grade for any core curriculum course for a semester will have the opportunity to show mastery over the curriculum standards for that course during refresher period held during the following semester or summer school, if available. During this session the student will have the opportunity to show mastery over the U.S.D. #339 curriculum, but it will have no impact on any grades earned. If the student is successful, they would be promoted to the next grade level.
- * If the student does not show mastery over course standards during the 1st semester, and is not successful during the refresher session, the student could be double enrolled during the following academic year.
- * If the student earns a failing grade for more than one core curriculum course for the year, the student will be recommended for retention in their current grade level for the next year.
- ** The core curriculum includes courses in Math, Science, Social Science, Reading, and Language Arts.

The building administrator reserves the right to review each case individually. Under extreme circumstances, exceptions to this policy can be made. Grades could be averaged for the year in special cases.

LUNCHROOM PROCEDURES

It is important that the lunchroom be a safe and orderly environment while allowing students to experience some social time. General lunchroom rules are as follows:

- 1) Be courteous, considerate, and respectful of others at all times;
- 2) Walk quietly to and from lunch;
- 3) No pushing, shoving or cutting in line;
- 4) Use "soft" voices - no shouting or yelling at any time;
- 5) Remain seated while in the lunchroom;
- 6) NO throwing of food;
- 7) Food or drinks may not be taken from the lunchroom;
- 8) Food or drinks may not be exchanged or traded between students; and,
- 9) Clean your area of food, wrappers, etc.

FOOD AND DRINKS

Students will not be allowed to have food, drinks, or candy in classrooms. Having these items in the classroom or hallways is prohibited, and these items may be confiscated. Exceptions to this rule include water in a container with spill-proof lids and special occasions or circumstances as deemed appropriate by the administration or the classroom teacher. Drinks other than drinking water and food are not to be consumed between classes or stored in lockers unless they are in a container for a sack lunch.

JCN BUS SAFETY RULES

If you are not going to ride your normal bus route, please call your driver. If it is after 7:00 a.m. call the E/MS office at 913-886-3870. It is important to note that riding the bus is a privilege, and that privilege can be revoked at any time. The Principal and Transportation Director reserve the right to review each case individually and assign alternate consequences. General bus safety rules are as follows:

- 1) The bus driver is expected to be in charge of bus safety and rules.
- 2) Buses must run on schedule so students should be waiting 5 minutes before the bus arrives, 10 feet off the roadway.
- 3) All school rules and consequences apply on regular bus routes, activity trips and at the bus stops.
- 4) The bus driver may assign seats.
- 5) Be courteous and respectful to others and their property. Profanity and violence are prohibited.
- 6) Remain seated until instructed to exit the bus. Do not block the exits.
- 7) Keep hands, feet and head inside the bus and everything, including yourself, out of the aisle.
- 8) No food, candy or drinks will be allowed on the bus for regular routes.
- 9) No tobacco products, alcohol, drugs, animals, or weapons on the bus.
- 10) Students will stay out of the driver's seat and will not tamper with equipment.
- 11) Students will not be permitted to change buses or stops without parental permission in the form of a note or telephone call to the school office.
- 12) Do not throw anything inside the bus or out of the bus windows.
- 13) Electronics (phones, music/head phones, etc.) are permitted on buses but will be taken away if they interfere with safety.
- 14) Windows are to be halfway up before the bus pulls away and will remain there for the entire ride.
- 15) Students are not to carry on unnecessary conversations with the driver while the bus is in motion.

Disciplinary Actions for Violation of Bus Safety Rules

All minor bus conduct offenses will result in the following:

First Offense	Will result in a conference with the student and contact with parents will be made.
Second Offense	Will result in a conference with the student and contact with the parents with a one day suspension from the bus.
Third Offense	Will result in a conference with the student and contact with the parents with a three day suspension from the bus.
Fourth Offense	Will result in a conference with the student and contact with the parents with a five day suspension from the bus.
Fifth Offense	Will result in a conference with the student and contact with the parent and a suspension from the bus up to 30 days or the rest of the semester, whichever is longer.

A major offense will result in a conference with the student and parent and may result in a suspension from the bus for up to the remainder of the school year as determined by the principal.

PLAYGROUND SAFETY RULES

Slide Rules

1. Slide in a sitting position only, facing forward.
2. Do not climb up front of slide.
3. Slide only – Do not drop from any part of slide.
4. Only one student on slide and one student on ladder at a time.
5. Do not throw or toss objects up or down front of slide.

Swing Rules

1. Sit when swinging.
2. Do not swing sideways or twirl.

3. Do not jump from moving swings.

Miscellaneous Rules

1. No skates allowed except in P.E.
2. Return balls or equipment to the classroom.
3. Do not slide or climb on hand rails or feet scrapers.
4. Toys are not recommended on the playground. Children are encouraged to participate in physical activities during recess. Guns, knives, and other implements of destruction are not allowed at school. This includes toy guns, knives, and pellet guns.

GENERAL STUDENT CONDUCT

Maintaining a safe, orderly environment for our students is an important part of providing quality education. The classroom teacher will maintain classroom discipline. Teachers will inform their students of classroom expectations and routines and the consequences that will result from not following those expectations. Students will be sent to the principal and/or assistant principal for disciplinary action after the teacher has first taken steps to change and/or stop the inappropriate behavior of a general nature. Any student involved in a fight or threatening another student will be sent to the principal immediately.

Students are expected to conduct themselves in a proper manner at all times during the school day, or at any school activity, or when on school property. Students are responsible to school personnel - during the school day, at any school activity, or on school property. Unified School District #339 observes a “zero tolerance” policy toward violence and threats of specific violence. Such instances will receive a direct discipline referral to the office, and the offenders may be subject to an automatic out-of-school suspension.

Level One - Conduct Code

Any student found to be in violation of the Level One Conduct Code may be subject to an automatic short term suspension, and possible long-term suspension / expulsion as provided by current law. Law enforcement officials will be notified of any violation.

1. **Weapons in School** - Students shall not have in their personal possession at school, on school property, or at school sponsored events any type of firearm, mechanical device for firing projectiles, any knife, or other item deemed by policy to be considered a weapon as defined by U.S.D. #339 Board of Education policy.
2. **Smoking, Drinking, or the Use of Illegal Drugs** – Smoking and/or possession/use of any tobacco product, alcohol or illegal drug is prohibited at school, on school property, or at school sponsored events. Possession /use by a student will lead to an automatic out-of-school suspension.

Level Two - Conduct Code

Any student found to be in violation of the Level Two Conduct Code may be subject to an automatic short term suspension, and possible long-term suspension / expulsion as provided by current law. Law enforcement officials may be notified of any violation.

1. **Fighting, Threats or Acts of Violence**- These are not permitted on school property or any school activity. Students will be held responsible for their actions and involved parties will be subject to an automatic In School or Out-of-School Suspension.
2. **Sexual Harassment** - Sexual harassment of students by other students will not be tolerated. Sexual Harassment may include, but not be limited to:
 - * Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
 - * Subtle pressure or requests for sexual activity;
 - * Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
 - * Creating a hostile school environment, including the use of innuendoes or overt or implied threats;

- * Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- * Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
- * Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should immediately report the problem with his/her principal, or another certified staff member.

Level Three - Conduct Code

Any student found to be in violation of the Level Three Conduct Code may be subject to an automatic in-school suspension, and possible out-of school suspension.

1. **Direct Insubordination to a Staff Member** - All students are expected to demonstrate respect for staff members at all times.
2. **Teasing / Harassment** - Teasing which substantially damages a student's learning or self-esteem will not be tolerated.
3. **Bullying** – Students are expected to be respectful to each other at all times. Unacceptable verbal communication and/or behavior will not be tolerated. This would include, but are not limited to the following:
 - **Physical Bullying – Harm to someone's body or property**
Intimidation, threats and or threatening gestures, pushing/shoving, damaging property, stealing, starting fights, tripping or causing a fall, physical harassment, assault with a weapon.
 - **Emotional Bullying – Harm to someone's self esteem or feeling of safety**
Insulting remarks, dirty looks, calling names, defacing/damaging someone's school work, books, locker, or clothes, harassment because of race, color, religion, gender, disability or sexual orientation, cruel teasing about clothes, possessions or physical appearance.
 - **Social Bullying – Harm to someone's group acceptance**
Starting or spreading rumors, teasing publicly about clothes, looks or relationships with boys/girls, ignoring someone and excluding them from the group, playing mean tricks to embarrass someone, writing derogatory statements in public places (bathroom wall), arranging public humiliation, to exclude someone from a group using notes, instant messenger, e-mail, Facebook, Snapchat, Twitter, Instagram, or other social media sites, etc.

The following steps shall be taken if students believe they have been the recipients of any physical, emotional, and/or social bullying.

- I. Report the incident to the Counselor for advice and/or conflict resolution. If the situation does not improve, the student and/or counselor may request the Principal to intervene.
 - II. If the situation warrants the Principal's involvement, an informal investigation will be conducted. At the conclusion of the informal investigation, the Principal will administer appropriate consequences.
4. **General Classroom Conduct** -
Students are to abide by the general classroom procedures/expectations set by the classroom teacher.

Level Four - Conduct Code

Any student found to be in violation of the Level Four Conduct Code will receive a disciplinary action which may be subject to a detention or automatic in-school suspension.

1. **Cheating / Plagiarism** - Any student who is caught cheating, or in aiding another student to cheat, may receive a zero on all material on which he or she cheated and may not be given an opportunity to make up that work.
2. **Cursing** - The use of- obscene gesturing, cursing, or vulgar language are not permitted.
3. **Candy, Gum, Sunflower Seeds, Etc.** – These are prohibited at school, on school property, or at school sponsored events unless approved by the building administrator or classroom teacher.

4. **Electronic Devices** - Students are required to turn off their cell phones during and between classes. All camera/video phones are prohibited in locker room areas at all times. The use of electronic devices, are allowed only with permission of the classroom teacher, activity sponsor, or principal. These devices are to be powered off, and properly stored (in a student's locker, book bag, pocket, etc.) during school hours. School is not responsible for loss or damage of electronics when brought to school.
5. **Display of Affection-** Public display of affection shall be considered inappropriate in the school setting. Students will receive a written or verbal warning if this occurs. Repeat offenses may result in disciplinary action, including, but not limited to detention.
6. **Dress Code Violation** - (See Dress Code)
7. **Respecting Other's Property** – Students are expected to respect the property of others and the school. Disciplinary action will be determined on an individual basis by the building principal.

Disciplinary Action for Violation of School Rules

Students who have violated school and/or classroom rules will receive disciplinary action, which is appropriate for the particular offense. When classroom rules are violated the teacher will be responsible for determining the disciplinary action to be taken. Classroom teachers will make efforts to communicate with parents to help prevent further misconduct by students. When students receive a disciplinary referral to the office, a conference with the principal will take place. The principal will determine what disciplinary action is to be taken. Possible actions include:

- 1) **After School Detention** - A student may receive an After School Detention for violation of school policy. Parents/guardians will receive 24 hours advanced notice of an After School Detention. Parents/guardians are responsible for transportation.
- 2) **In-School Alternative Educational Setting** - An Alternative Educational Setting is a supervised environment where the student is isolated from their peers and are allowed to do regular assigned schoolwork. Students can be assigned to an Alternative Educational Setting for 1 hr. to 5 school days.
- 3) **In-School-Suspension (I.S.S.)** – Only a building administrator can assign a student to I.S.S., which is a supervised environment where the student is isolated from their peers and are completing alternative educational assignments. Work missed in the general classroom while a student is in I.S.S. can be made-up for credit, by U.S.D. #339 Board of Education policy, following the work make-up policy. Students can be assigned to I.S.S. for 1 hr. to 5 school days.
- 4) **Out-of-School Suspension (O.S.S)** - There are two types of Out-of-School Suspensions, Short Term Suspension and Long Term Suspension.
 - (a) **Short term suspension** - in which case the student will be given notice of the charges against him or her, be informed of the basis for the accusation and be given the opportunity to make statements in defense of mitigation of the charges or accusations--This will be between the principal and student. A written notice of any short term suspension and the reason therefore shall be given to the student involved and to the parents or guardians within twenty-four (24) hours after such suspension has been imposed.
 - (b) **Extended term suspension or expulsion**--in which case the student involved and his or her parents or guardians will be given the opportunity of a hearing provided for in K.S.A. 1976 Supp. 72-8902 affording the parties involved procedural due process of the said law. A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the student proposed to be suspended or expelled and to the parents or guardians. This notice shall state the time, date and place that the hearing will occur. Such notice will include a complete copy of the law.

When a student receives a Detention, In-School-Suspension, or Out-of-School suspension a phone call and/or report explaining the offense and disciplinary action will be sent to the student's parents/guardian. Work missed in the general classroom can be made-up for credit, by U.S.D. #339 Board of Education policy, following the work make-up policy.

Tobacco-Free School Grounds for Students

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs or events; and on school owned or operated property. Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks.

Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy. "Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter "ENDS"), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. "Tobacco product" also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements. "Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices. "Promotion" includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

DRESS CODE FOR STUDENTS

Appearance does affect the learning atmosphere of a school. The code is not intended to work a financial hardship upon any student or family; neatness and good taste are emphasized, not expensive clothing. The universal dress code for school days and school activities at U.S.D. #339 students is as follows:

1. Appearance must be neat and clean.
2. Wearing apparel that is excessively short, tight, or low-cut as determined by the principal may not be worn.
3. Pants must be worn at or above the waistline
4. Clothing designed for maximum exposure to the sun (mesh shirts, spaghetti straps, etc.) may not be worn. Sleeveless shirts (no cutoffs) will have a three-inch width. (T-shirts must have sleeves attached)
5. Appropriate tops must be worn at all times. Excessively low-cut or tops that are showing midriffs are not acceptable.
6. Garments worn with stylish holes need to have an under-covering so that no skin shows above mid thigh.
7. Students may NOT wear articles of clothing, which promote alcoholic beverages, tobacco products, drug or other prohibited substances. Neither shall a student wear clothing bearing gender demeaning messages or implications of gender inequity or other items that are inconsistent with school policies.
8. Hats, caps or other headgear are NOT to be worn in the school building once a student arrives until leaving for the day. Religious apparel exempted with prior principal approval.
9. Hats, caps or other headgear MAY be worn to athletic events and such other casual activities.
10. The building principal must approve spirit wear (including pajamas, hair or face paint, and extra distracting clothing). These will be reserved for Spirit Week or "Fun" Days.
11. Any student involved in extra or co-curricular activity in which the student represents Jefferson County North schools in activities outside the USD No. 339 schools, must dress in accordance with the sponsor's requirements subject to approval by the administration of USD No. 339.

If the student does not use good judgment and the principal finds that a student's dress is not acceptable to the point of creating a distraction to the education process, the student will be directed to correct the clothing at once. Repeated offenses will result in disciplinary action including, but not limited to detention or suspension.

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. (see complete policy on website www.usd339.net)

RACIAL AND DISABILITY HARRASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited. (see complete policy on website www.usd339.net)

COMPLAINTS AND GRIEVANCES

By U.S.D. #339 Board of Education policy, any student may file a complaint with the building principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The building principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

FIRST AID AND ILLNESS

Jefferson County North makes every effort to provide a completely safe environment for students. If a student becomes ill to the extent that the student should be dismissed from school, every effort will be made to notify the home. Two emergency contact phone numbers should be on file in the school office for all students. In order to reduce the spread of illness, students running a temperature of 100 degrees or more, need to stay home 24 hours following the temperature returning to normal.

SUPERVISION OF MEDICATIONS

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized. In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents. The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Any changes in type of drugs, dosage and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained. The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine. This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community. An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

SCHOOL MATERIALS

Textbooks, workbooks, and other school materials will be issued for all students. Students are responsible for the care of their books, and if they damage or lose issued materials the student will be expected to pay the replacement cost of the item(s).

SCHOOL VISITATION

Patrons are encouraged to visit school. Visitors are required to go first to the office before proceeding to other parts of the building. Arrangements can then be made for a classroom visit or conference. Children are not permitted to visit school without approval from the principal, and such permission is very rarely granted.

PERMISSION TO LEAVE CAMPUS

Students are to remain on school grounds while school is in session, unless permission to leave school is granted by parent and principal. Parents are required to report to the office to sign students out of class when they leave.

COMPUTER USE

The proper utilization and care for equipment is a priority. Students shall have no expectation of privacy when using district computer systems. Any computer application or information in district computer or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action, up to and including suspension from school. An acceptable use policy will be signed by student and parent at the beginning of each school year.

IMMUNIZATION

JCN E/MS follows the State of Kansas Student Immunization Law that requires all students to be adequately immunized according to their age and grade level. If an immunization record is not on file at school, County Health/and the school will be contacting you for the information. **Incomplete immunization will result in removal from the school setting until immunization is complete, as required under Kansas law.**

EXCLUSION FROM SCHOOL FOR NON-IMMUNIZED STUDENTS

Non-immunized students, including those with a religious, medical, or other statutory exemption, shall be excluded from attending school during an outbreak of a vaccine-preventable disease in their attendance building. This will be determined on a case-by-case basis by a licensed employee. Recommendations from a licensed physician and/or local health department official shall determine the duration of exclusion from school. Vaccine-preventable diseases may include but are not limited to the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella. Any such child may be readmitted earlier to school upon the written authorization of the parent/guardian. The parent/guardian's signature on the prescribed release form signifies knowledge of the outbreak and risks to the child.

EXCLUSION FROM SCHOOL FOR INFECTIOUS DISEASE

No person afflicted with an infectious or contagious disease dangerous to the public health shall be admitted to school. It shall be the duty of the parent or guardian and the principal or designee to exclude any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infectious or contagious disease.

HEADLICE

Students will not be permitted at school with headlice. If headlice is detected at school, students will be sent home. Students must be adequately treated and all nits removed prior to returning to school.

PARTY INVITATIONS

There have been some minor problems in the past with parents bringing invitations to birthday parties, etc., for only a few students in a particular class. If invitations are to be distributed in class, please make sure all students get them. If only a few students are to receive invitations, please mail them out or give them to students after school.

CRISIS PROCEDURES

1. Crisis Procedures will be reviewed, and practiced with students, at regular intervals each school year, as required by Kansas law and as set by board policy in the crisis procedure handbook.
2. Tornado and Fire Procedures will be reviewed, and practiced with students, at regular intervals each school year as required by Kansas law.

WEAPONS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (see complete policy on website www.usd339.net)

SCHOOL BREAKFAST

JCN Elementary School offers both a hot/cold breakfast option at the building site. Breakfast is served from 7:30 A.M. until 7:55 A.M. All students who eat breakfast will be allowed a reasonable time to finish before going on to class.

SCHOOL LUNCH

The Jefferson County North school district will provide school lunch service for the children enrolled in the district, in compliance with the State Department of Education's school lunch program. Payment for lunches is to be made in advance. Students not wishing to participate in the hot lunch program may bring sack lunches.

Parents and guardians of children enrolled may formally request free or reduced price lunches by completing an application in the office of the principal. Eligibility is determined by economic need according to state guidelines.

STUDENT CLASSROOM PLACEMENTS FOR TRANSFERS DURING THE YEAR

Students who transfer to the Elementary/Middle School from another school district during the academic year will be given their classroom placement by the building principal. So that the best placement decision can be made, the new student(s) will not enter school the first day of enrollment so the building principal can contact the previous school and obtain necessary information and student records. The student will begin school on the very next day school is in session.

STUDENT CLASSROOM PLACEMENTS FOR THE NEXT YEAR

Our basic practice will be to assign students to classroom groups by their current teachers and administrators who are in the best position to make this recommendation. Staff consider many factors as balanced groups are prepared, such as the range of academic abilities, social mixture, gender balance, individual learning styles, student personality and interaction, students benefiting from being together or separated, overall student behavior, student/teacher consideration and class size. The objective of the process is to produce the most "workable" combination of student groups. This important task contributes significantly to the creation of a positive class environment, which enables students to function to the fullest of their abilities. Staff members are assigned to these classes during the summer based upon the best possible "match" of teaching skills and interpersonal needs of students. Parents may still feel the need to share specific concerns/ information about their child's learning situation in regards to this placement process. All parental concerns are important to us here at JCN and this like all others will be listened to and taken into account as part of the total educational process of your child. There will be a two-week "window" during the Spring of each year when parents can make specific requests known. By U.S.D #339 Board of Education policy, the parent/guardian must have a personal meeting with the building principal to outline the specific request.

AWARD PROGRAMS

The Jefferson County North school district wants to recognize all students who demonstrate outstanding achievement. The district maintains several awards to be presented at designated times throughout the academic year. For a complete listing, please contact the office.

ACTIVITIES (Middle Level ONLY)

An interscholastic sports program for all interested and eligible 7th and 8th graders is conducted throughout the school year. Students are welcome to participate in the activity of their choice. Kansas State High School Activities Association (KSHSAA) physicals and concussion forms are required for those students who participate in interscholastic sports. Athletic and activity managers from the sixth, seventh, or eighth grades will be chosen at the coaches' discretion.

The following offerings are available:

- Pep Club** - Available to eligible 6th, 7th, and 8th grade students throughout the school year.
- Knowledge Bowl** - Available to eligible 7th and 8th grade students in the Winter of each year.
- Volleyball** - Available to eligible 7th and 8th grade students in the Fall of each year.
- Football** - Available to eligible 7th and 8th grade students in the Fall of each year.
- Girls' Basketball** - Available to eligible 7th and 8th grade girls in the Winter of each year.

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- Boys' Basketball** - Available to eligible 7th and 8th grade boys in the Winter of each year.
- Track** - Available to eligible 7th and 8th grade students in the Spring of each year.

Cheerleading - Available to eligible 7th and 8th grade students during the Fall and Winter of each year.

Activity Eligibility Requirements

In order to participate in sports activities, the student must meet the following minimum eligibility requirements:

- Be a regularly enrolled student attending classes.
- Not be under any major school discipline.
- Be present by 11:30 am of the day of an activity to be eligible to participate, unless arrangements have been made in advance with the principal.

Two standards of eligibility are in place to participate in extra curricular activities at JCN Middle Level. Both standards must be maintained for a student to remain eligible, as outlined below:

1. JCN Middle Level Standard

A student must pass each core subject: Math, Science, Social Science, Reading, and Language Arts for the semester to remain eligible for the next semester. Students may make-up their unit of credit in an extended school program to remain eligible for activities. **(This can be done for only one core course).** The student must pass the course during the general term. Grades earned during the first semester apply to the second semester, and grades earned during the second semester apply to the first semester of the following academic year.

A student will be placed on academic probation if they earn a grade of F for the nine-weeks in a core course. Academic probation will include suspension from participation in activities until the cumulative grade for the semester, to that point, is brought to an acceptable level, as determined by the building principal and content teacher.

2. KSHSAA regulations

Students must meet the rules for eligibility as set forth by the KSHSAA.

ACTIVITY TRIPS

Students who ride the activity bus to school sponsored activities will remain with the group. The only time students need to be out of your seat at athletic events is at half time or between games for a restroom break and to visit the concession stand, as designated by the group sponsor.

Students may be required to pay the admission price at the time of boarding the bus of various activities. The sponsor retains supervisory responsibility during the game or activity as well as on the bus. The sponsor has the right to recommend canceling a student's activity bus privileges indefinitely for misconduct while on a trip. Anyone going to an activity by bus is expected to return by that bus. Students may be released to the parents if an on site personal request is made to the sponsor, and the parent signs the student(s) out. Any exceptions for rare and unusual circumstances must be approved by the principal in advance of the trip.

DRUG-FREE SCHOOLS

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. (see complete policy on website www.usd339.net)

Children's Internet Protection Act (CIPA) Safety Plan

It is the policy of USD 339 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content: install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof; monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet; address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication; educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response; hinder unauthorized access (hacking) and other unlawful on-line activities by students; and prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and comply with the Children's Internet Protection Act. (see entire policy on website www.usd339.net)