

John Dewey Learning Academy

JDLA  
Student/Parent  
Handbook  
2011 - 2012

John Dewey Learning Academy  
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## John Dewey Learning Academy

John Dewey Learning Academy (JDLA) is a special purpose program. JDLA predominantly serves special education and at-risk high school students from the following districts in Northeast Kansas: Valley Falls (USD 338), Jefferson West (USD 341), Jefferson County North (USD 339), Oskaloosa (USD 342), McLouth (USD 342), Perry-Lecompton (USD 343) and Atchison County Community (USD 377).

### Mission Statement

The mission of JDLA is to provide an authentic, nurturing and academically challenging learning environment for high school level students that connects to the world outside of school, is meaningful and promotes a positive sense of community, enthusiasm for learning, critical thinking / problem solving and social-emotional resiliency.

### Goal

At the core of this mission, is an authentic pedagogy – service learning – where students are learning and reinforcing educational concepts while performing service that meets real community needs. Our goal is that students who attend JDLA come to see themselves as productive members of society.

### Program Components

JDLA's program is based on our desire to provide students:

A safe and supportive environment.

Learning opportunities that reflect the student's current achievement level and interests.

Academics which provide students the opportunity to progress in their learning.

Opportunities for students to learn and practice behaviors that will contribute to their success in school and other settings.

### The Guidance Center

The Guidance Center (TGC) is a community based, non-profit agency that serves as the local Community Mental Health Center for Atchison, Jefferson and Leavenworth Counties in Kansas. TGC provides a full range of quality outpatient and inpatient referral/release services for individuals, families and businesses in our communities.

For your son or daughter to be a part of this additional JDLA programming during the school year, you and your child will need to enroll with The Guidance Center. The Guidance Center staff will review with parents the benefits of being clients of the center and explain the many programs that could be available to students and families both within our school and within the community.

Services available to students may include anger management, substance abuse counseling, coping strategies and techniques to reduce anxiety/depression, crisis counseling, and independent living skills.

All Guidance Center services will be provided by TGC staff at JDLA during the school day as part of our academic programming. These services will support and augment our current program.

### John Dewey Faculty and Staff

Terri Coughlin	Principal
Melinda Wallace	TGC Program Director
Mary VanHoutan	Administrative Assistant
Amy Conklin	School Psychologist
Denise Selbee-Koch	Social Worker / Service-Learning
Chris Hotchkiss	History / Special Education
Michael Graham	Science / Special Education
Margaret Houtz	English / Special Education
Marc Milner	Math / Special Education
Kristen Swisher	Elementary / Special Education
Mary Livingston	Special Education
Terri Driscoll	Art / Home Economics / Yearbook
Michelle Allen	Special Education Para
Jane Blair	Special Education Para
Tamah Boyce	Special Education Para
Arin Lewin	TGC Group Facilitator
Lu Newman	TGC Group Facilitator
Kalli McKee	TGC Group Facilitator

### Authority of Staff

The administration, faculty and Keystone staff are partners with the students of John Dewey. A major part of that role is to direct the activities of the students in a proper, positive channel. Any faculty, Keystone staff or administrator, has the responsibility and authority to appropriately direct the actions of the students on school property or any school sponsored activity.

### Building Hours

Monday – Thursday the school day is 8:00 am – 2:45 pm. The building opens at 7:45 and is closed at 3:45. If a student must arrive before 7:45 arrangements need to be made.

Friday the school day is 8:00 am-2:10 pm. The building opens at 7:45 and is closed at 3:45. If a student must arrive before 7:45 arrangements need to be made.

Teachers are on duty from 7:45 – 2:45 daily.

**The best time to reach teachers is between 2:45 – 3:45. Messages can be left with the office for any staff member at any time of day.**

## Visitors

All visitors are to report to the Keystone Office. (Second door on the left in the main entrance.)

Parents/Guardians are always welcome at JDLA and may visit at any time. Student visitors may NOT attend classes or school day activities as guests of JDLA students without prior written approval from administration.

## Parent Involvement

Parents/Guardians of JDLA students are encouraged to participate actively in their child's education.

Parents/Guardians are welcome to visit or call. We hope that parents/guardians will be involved with service-learning projects and other activities as often as possible.

## School Supplies

JDLA will supply all of the daily materials your child needs to participate at school. On special occasions, your child will be asked to bring items from home to do special projects or activities.

## Arriving at School

All students must report to the gymnasium upon arrival to school. Breakfast will be served at that location and students must stay in there until dismissed to class by staff. Students should not arrive before 7:45 am.

## Medication Administration

Office staff will dispense medication to a student if necessary during the school day by following these procedures:

1. The student must have a Medication Administration Request form filled out and on file.
2. The original pharmacy container with the time the medication should be regularly administered

\*Please call the office anytime you send meds to school with your child. Prescription meds will not be released to a student to bring home. They must be picked up by a parent or representative.

## Calendar Year

John Dewey Learning Academy will follow Oskaloosa, USD 341 school year calendar. Your child is expected to be in school when USD 341 is in session even if your home district is not in session. All seven transportation directors have the correct calendar and will always send out a van on a regular USD 341 school day. An absence with the excuse of your home district not being in session will be considered unexcused with the exception of inclement weather.

## Cancellation of School

Should it become necessary to close school due to adverse weather conditions, the announcements will be broadcasted by WIBW-TV (13), KTKA-TV (49), KSNT-TV (27), as well as WIBW radio stations 580AM and 94.5FM. You will want to watch/listen for USD 341 (Oskaloosa) OR your home district.

Students will NOT be expected to attend JDLA if either one of those districts are closed. Monitor these stations throughout the day, if you are concerned about early dismissal.

## Class Schedule

Most weekly schedules will follow this order:

### Monday thru Thursday

Breakfast.....	7:45 – 8:00
Advisor Base.....	8:00 – 8:15
1 <sup>st</sup> Hour.....	8:15 – 9:05
2 <sup>nd</sup> Hour.....	9:05 – 9:55
3 <sup>rd</sup> Hour.....	9:55 – 10:55
4 <sup>th</sup> Hour.....	10:55 – 11:45
Lunch.....	11:45 – 12:10
5 <sup>th</sup> Hour.....	12:10 – 1:00
6 <sup>th</sup> Hour.....	1:00 – 1:50
7 <sup>th</sup> Hour.....	1:50 – 2:45

### Friday

Breakfast.....	7:45 – 8:00
Advisor Base.....	8:00 – 8:15
Self & Society.....	8:15 – 11:45
Lunch.....	11:45 – 12:15
Exploration.....	12:15 – 2:10

## Absences

All students are expected to attend school daily. If a student is not at school JDLA will contact the parent as soon as possible. Any student with more than 5 unexcused absences will be considered a student not in good standing in the area of attendance. JDLA will contact the student's parents and home district to report excessive absences. Kansas Law states for 3 consecutive unexcused absences or 5 non-consecutive unexcused absences truancy must be filed.

**An Excused absence is an absence by a student with permission from the parent and accepted by the school administrator.**

### **JDLA will track absences in the following way.**

1. Professional Absences - Medical / Court / Legal appointments  
verified by documentation
2. Parent Excused - up to 5 Absences per semester
3. Parent Call - anything over 5 will be unexcused without professional documentation
4. NO Call - UNEXCUSED - 2 days to bring in a note from parent/guardian or professional

### **Sign In – Sign Out**

When a student arrives late to school, he or she is expected to report to the office and sign in. At that time, the student will be allowed to call parent/guardian if the parent/guardian has already been contacted about his/her absence. If a student finds it necessary to leave the building for any reason, he/she is expected to come to the office and request permission to sign out. Before leaving school grounds, students must report to the office and verify parental/guardian approval through a note submitted to the office or through a telephone conversation between the parent/guardian and a member of the office staff. Students who leave school without following proper procedure for checking out will not be excused even if parents/guardians call in later. Failure to follow procedure will result in an unexcused absence. Additional disciplinary action may be taken.

### **Leaving Campus**

If a student leaves campus without parental/guardian and administrative permission, law enforcement will be contacted immediately.

### **Bus Policy**

Each district has a policy in place regarding transportation of their students. JDLA will strictly enforce each districts policy. Students will leave JDLA on their home districts transportation, no exceptions.

### **Driving/Parking Lot**

Driving is both a serious responsibility and a privilege. In the interest of safety, students are expected to operate their vehicles in a responsible and orderly fashion. Excessive speed or other reckless or careless acts cannot be tolerated. Students who drive their cars to school shall park them in the appropriate manner on the North end of upper parking lot. Upon arrival on school grounds, students must exit their vehicles and enter school. Students may not transport other students in their vehicle without prior permission from both student's parents/guardians. No students are to be at their cars during the school day. If a student needs to retrieve something from their car, office permission is required. Students must then check back in the office after returning from their cars. Student cars leaving the lot at the end of the day are to clear the lot and the streets around the building immediately. Students are not to use the parking lot to gather. Students who have difficulty staying during the school day will be required to turn their car keys into the office upon arrival. If the student is unable to follow this procedure, then they will not be allowed to drive to and from school.

The student will be required to ride the transportation provided by their home district. On specific occasions student may lose his/her ability to attend JDLA if the sending school does not provide that transportation. The student will be given a maximum of 2 warnings.

### Seat Belts

Seat belts must be worn at all times when in JDLA transportation. There are no exceptions to this rule, this is Kansas State Law. If a student refuses to wear their seatbelt, they will not be transported and appropriate disciplinary measures will be taken.

### Student Conduct

Students at JDLA are expected to conduct themselves in a manner that will not interfere with the rights of others; they are expected to take responsibility for their own behavior. Behavior that interferes with the maintenance of a positive learning environment or jeopardizes the welfare of others is not acceptable. Law enforcement personnel will be contacted when necessary to ensure the safety and well being of students and staff. Some specific behavioral actions that could lead to disciplinary action include but are not limited too:

Bullying

Cyber Bullying

Inappropriate display of affection

Harassment

Sexual Harassment

Repeated violation of school rules or regulations

Classroom disruptions

Disrespectful behavior

Failure to comply with a reasonable request from any school staff member (willful disobedience)

Physical or verbal altercations

Intimidation of students or any school personnel

Possession, consumption, sale or being under the influence of narcotics, drugs, simulated drugs, marijuana and/or alcohol

Profanity or obscenity

Possession or use of tobacco products, including chewing tobacco

Stealing

Vandalism

Threats (by word, deed or gestures)

Truancy

Possession or use of lethal weapons, fireworks, combustibles, or other explosives in or near the building

Plagiarism / Cheating

Racism

The above list is not inclusive. The administration reserves the right to determine what behavior is unacceptable to guarantee a safe school and insure a positive learning environment for all. The police will be called any time a law has been broken. NO EXCEPTIONS

### Anti-Bullying Policy

JDLA is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur.

Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated. JDLA prohibits harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics.

This policy is in effect while students are on school property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion from JDLA.

### Disciplinary Procedures

The discipline plan at JDLA provides a procedure for teachers and administrators to assist students who choose to behave inappropriately. When a problem is present, students will be expected to develop a plan to guide them if similar situations occur in the future. If the plans prove unsuccessful, a predetermined consequence will follow the repeated behavior. The intent of the plan is to provide assistance to students in helping them accept responsibility for their own behavior.

### School Safety Violations

**SB 129**, as amended, changes notification requirements regarding students expelled or suspended from school for committing a school safety violation. JDLA is required to notify the appropriate law enforcement agency of the expulsion or suspension within ten days. Following receipt of this notice, the law enforcement agency is required to notify the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles is required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year.

## School Search Policy

If JDLA is to be a safe and pleasant place to get an education, it must be a drug-free environment. It is the policy of JDLA for the administration to make necessary searches of lockers and/or student property if there is reasonable suspicion that matter prohibited by law or school regulations exists. In addition, the administration may authorize law enforcement officers or licensed private agencies to use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students, staff, faculty or Keystone employees.

## Point Sheets

Students will carry a point sheet with them daily. There will be 300 points possible per day. JDLA staff will deduct points for inappropriate or problematic behavior, lack of participation, sleeping, etc. and mark the deduction under the appropriate category. It is the student's responsibility to turn point sheets in at the end of each day. Missing point sheets will result in a zero for that day. If a student finds a lost point sheet, it can be turned in. Points will be calculated on a weekly basis. Parents may request a copy of points earned at any time.

EXAMPLE

Student: \_\_\_\_\_

Date: \_\_\_\_\_

	Inappropriate Conversation In Class	Respect	Profanity	Directions	On Task	Disruptive	Clean Up	300
Office								25
1								35
2								35
3								35
4								35
Lunch								30
5								35
6								35
7								35

Goals: \_\_\_\_\_

## Level System

All new students will begin the year on Level 1. Returning students will begin the year on whatever level they ended the previous school year. Students will have the opportunity to apply for a level increase once a week. (It is the student's responsibility to apply on Thursday's. Level increase is not automatic.) Applications will be approved based on whether or not the requirements for that specific promotion have been met. Criteria for advancement on the level system is based on appropriate student behavior. The highest level is a Level 4 and the lowest is a Level 0. The higher the level, the better the privileges and rewards. Level 0 is a serious problem and will receive no privileges and will have to be escorted by staff everywhere. A Level 0 is the only level that may apply at anytime during the week as long as he/she has met the requirements for a level increase. Level drops will be based on the frequency and/or severity of problem behaviors. The principal will be the one to decide when this is appropriate.

## Public Displays of Affection

Public display of affection in the school or on school grounds is in poor taste and may result in disciplinary action. Any action beyond holding hands is considered a public display of affection.

## Passes

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

## Portable Electronic Devices

Electronic devices are allowed on a per class/per teacher basis. Each student is responsible for his/her devices that are brought into the building. It is NOT the responsibility of JDLA administration or staff to locate or retrieve missing equipment. No unauthorized video taping/filming or taking pictures in school will be allowed.

## Backpacks

JDLA students have no need to carry bags or back packs. As stated on page three of the handbook, JDLA will supply the materials students will need to participate at school.

## Personal Property

When a student brings personal property to school, they should be aware that JDLA staff is not responsible for that property. (This includes purses, wallets, portable electronic devices, cellular phones, car keys, etc). No personal belongings may be brought to school if that personal belonging upsets or disturbs the normal functioning of any class, or the school itself.

## Internet Use

Students may use the Internet as part of course assignments. The JDLA Internet Use Policy Form must be signed by the parent and student at the time of enrollment and will be maintained within the student file. Students may not access their E-mail accounts or Instant Messenger at JDLA.

Failure to use the computers according to school policy or classroom rules will result in loss of computer privileges.

### Email or Instant Messenger

NO student may use JDLA computers to send / receive E-Mails or Instant Messenger. Violation of this policy will result in loss of computer privileges.

### Telephone and Cell Phone Usage

In an emergency, (illness, discipline problem, family emergency, etc) students needing to contact a parent/guardian must go to the office to use their phone or they may use the phone in the office.

Students shall be allowed to possess cell phones while on campus, between classes and at breakfast and lunch. **While class is in session, cell phones are not to be seen or heard.** If a student uses his/her cell phone during class without prior approval they will be subject to disciplinary action.

1<sup>st</sup> Offense - Warning by the teacher

2<sup>nd</sup> Offense - Student sent to the office and the phone will held in the safe and may be picked up by the student at the end of the day

3<sup>rd</sup> Offense - Phone will be kept in the safe and must be picked up by a parent/guardian

Additional Offenses – Consequences to be determined by administration

### Field Trips

Whether the field trip is instructional or recreational, parental/guardian permission must be obtained by each student and submitted to the office prior to departure. The JDLA general field trip permission form signed at enrollment covers most field trips. An emergency procedure form, also signed at enrollment, must be on file in the JDLA office for any student to participate in off-campus trips. All students are expected to participate in field trips that are instructional in nature. Because JDLA is a service learning school, the service learning components of our curriculum require frequent field trips which often involve a project based learning opportunity. These are a required aspect of our curriculum and student participation or lack thereof will be reflected in their grade.

### Personal Appearance

Appearance and behavior are related. Proper attire is necessary in creating an environment conducive to learning. Therefore it is important that students' appearance should be neat, clean and in good taste. Bandanas and sunglasses are prohibited inside of the building. Bare midriffs, loose fitting tank tops, muscle shirts, fish net shirts, transparent shirts, halter tops, tops with plunging necklines or spaghetti straps are not acceptable. In addition, exposure of undergarments, or any clothing that is a distraction or draws attention to, or is suggestive of drugs, alcoholic beverages, tobacco, sex, sexual orientation, gang signs/symbols, violence or profanity is not acceptable. Pants, shorts, dresses, skirts, or other garments must be mid thigh in length and any of these items containing cuts, holes or slits must also be mid thigh in length. Sagging jeans will not be tolerated.

Any clothing that calls undue attention to oneself, reveals any part of the midsection, armpits, or cleavage will not be allowed. If a student's general appearance does not comply with the guidelines for personal appearance, he or she will be asked to change his/her appearance. Student will be given alternative clothing to wear if needed. If student refuses to cooperate, he/she will be removed from the student population until the violation is corrected. If at this point the student still refuses to cooperate, parents/guardians will be contacted and the student may be sent home.

### Lunch and Breakfast

Lunch and breakfast will be available to all students. JDLA meals will be brought over from Oskaloosa High School daily. JDLA meal orders are turned in daily at 9:00 am. This includes the lunch order for the day and the breakfast order for the following day. Failure to order meals prior to 9:00 am will result in the student NOT receiving a lunch on that day and NOT receiving breakfast the following day. If a student orders breakfast and then is absent the following day, their account will still be charged for that meal. If your child is absent, they cannot order breakfast for the following day unless prior arrangements have been made with secretary to have a standing order. Students who leave after the lunch order for the day has been sent in will still be charged for a lunch. Checks need to be made out to USD 341 and given to the Administrative Assistant at JDLA.

### Thursday Grade Sheets

Every Thursday all students are required to carry a Grade Sheet to all classes. Teachers will record the student's current grade. It is encouraged that Parents require their student to make a copy of their Thursday grade sheets. It is the student's responsibility to make a copy for parents. The original copy will be on file at JDLA.

### Friday Exploration

JDLA holds class every Friday from 8:00 AM – 2:10 PM. This is a normal part of the JDLA schedule and ALL students are expected to attend and participate unless a contract is on file stating otherwise. Students will have the opportunity to earn a full credit for one semester in this class. Grading is based, in part on attendance, which must maintain at 90% in order for the student to be eligible for the full credit. If a student falls below this attendance standard, the student may still be eligible for a partial credit. Grading is also based on participation and behavior.

### Friday Afternoon

JDLA dismisses at 2:10 PM on Friday afternoons. During the afternoon teachers will be available to work with students who require additional assistance. This time will also be used for staff development so students or parents please let the teacher know if a time needs to be set aside to meet. Students are expected to leave campus at 2:10 PM unless special arrangements have been made with the teacher and administrator.

## Credits/Graduation

Each district has their own set of graduation requirements. Classes will be scheduled according to what credits each student needs to follow their district. JDLA students must follow all home district requirements with respect to early graduation.

## Graduation Exercises

JDLA will hold a celebration at the end of the year for those that have met their home districts graduation requirements. During this celebration, students will receive a Certificate of Completion from JDLA among other awards. Their actual high school graduation along with the receiving of their diploma will take place at their home district.

## Extra Credit Opportunities

There will be an opportunity for Seniors to earn extra credits. A meeting must be scheduled with the JDLA principal and a plan will be made. If it is decided that the student needs this extra credit, a contract will be made. Volunteer Work, Work Study, and Independent Study credits will not be issued without a contract being done first. A copy of the contract will be kept in the students file.

## Senior Responsibilities

It is the responsibility of the seniors to make sure they meet all of the deadlines at their home districts. For example, class dues, yearbook pictures, slideshow pictures, cap and gown, etc. If a student needs assistance with this, JDLA staff will be happy to help.

## Parent Emails

JDLA teachers may be reached through the schools e-mail account which is checked multiple times throughout the day. It is [mvanhoutan@keystonelearning.org](mailto:mvanhoutan@keystonelearning.org). Individual teacher email accounts may also be used to contact specific teachers, however keep in mind that teachers are limited on time to check and respond to e-mails.

Parents can provide their e-mail accounts. Teachers will contact parents through their e-mail accounts when information needs to be shared. If requested, a parent can receive grades, attendance, concerns, or good news through their e-mail.

Mrs. Coughlin, Principal – [coughlint@keystonelearning.org](mailto:coughlint@keystonelearning.org)

Mary, Administrative Assistant – [mvanhoutan@keystonelearning.org](mailto:mvanhoutan@keystonelearning.org)

Denise, PE – [denise@keystonelearning.org](mailto:denise@keystonelearning.org)

Mr. Graham, Science/Newspaper – [mgraham@keystonelearning.org](mailto:mgraham@keystonelearning.org)

Mr. Hotchkiss, History/Social Studies – [chris@keystonelearning.org](mailto:chris@keystonelearning.org)



## JDLA School Year

### ***August***

17 – First day of School - JDLA

### ***September***

5 – Labor Day (no school)

12 – No School / Teacher In-service

### ***October***

14 – End of 1<sup>st</sup> Quarter

17 – No School / Teacher Work Day

21 – No School

### ***November***

23-25 – Thanksgiving Break (no school)

### ***December***

20 – End of 2<sup>nd</sup> Quarter – Dismiss @ 11:00 am

21-31 – Winter Break (no school)

### ***January***

3 – No School / Teacher Work Day

4 – School Resumes

17 – No School / Teacher In-service

### ***February***

20 – No School / Teacher In-service

### ***March***

8 – End of 3<sup>rd</sup> Quarter

9 – No School / Teacher In-service

19-23 – Spring Break (no school)

### ***April***

6 – Good Friday (no school)

9 – No School

30 – No School / Teacher In-service

### ***May***

23 – Last Day of School / End of 4<sup>th</sup> Quarter

