

Parent/Student Handbook Grades 7-12

A Handbook of Information Concerning

Natoma High School
Paradise Junior High
USD #399
Natoma-Paradise-Waldo

USD #399 is accredited
By the
Kansas State Department of Education

2015-2016

This book is the property of

Name: _____

Address: _____

Phone No.: _____ Classification: _____

(Will the finder please return to the office.)

NOTE TO PARENTS:

This Parent/Student Handbook is provided for both parents and students, so that as a family, you may discuss, references, and become responsible for the contents. A copy of the handbook will be provided to each family at the time of enrollment. The building principal will discuss selected portions of the handbook with students at the beginning of the school year.

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Forward

This handbook is provided to serve as a guide to the students who enter USD #399 for the first time. To you who have attended previously, it will serve as a reminder of the traditions, which have been established, and of the policies that will be in effect. Parents and friends may use this book as a source of information concerning USD #399. Additional copies are available at the school office throughout the year. Any information in this handbook is subject to the Board of Education Policy and State Statutes. For your convenience, all changes and or additions to the 2015-2015 handbook will be indicated in bold and **(2015-2016)** immediately following the change/addition. Also, cross-reference notations to the USD #399 Policy Book will be noted, for example **(JBC)**.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The USD #399 Superintendent, P. O. Box 100, Natoma, KS, 67651, 785-885-4843 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any students who believe he/she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Board of Education
USD #399 Mission Statement

Our mission for USD #399 is to provide an environment that ensures the achievement of each student's maximum potential in academics and social experiences, enabling all students to become productive, creative and responsible members of society throughout their lives.

Philosophy

The education philosophy of Unified School District #399 is to exemplify certain fundamental ideas that are basic to our country. These ideas include:

1. To administer the schools for all students in the most impartial and fair manner.
2. To instill in each student a basic belief and understanding of our historical and patriotic heritage.
3. To develop each student to his/her full potential academically, socially, physically, and morally.
4. To seek and retain the finest teaching staff who best meet the student's needs.
5. To provide adequate financial support for the educational program based upon a fair assessment of the available economic resources.

Students, parents, staff, and patrons will work toward the achievement of the following goals:

1. Develop a skillful use of the communication skills of reading, writing, listening and speaking.
2. Demonstrate competency in the following math areas: Computations, reasoning, estimation, problem solving, and be able to apply these skills to real-life experiences.
3. Express knowledge and understanding of scientific technique concerning physical, biological and social sciences.
4. Utilize current technology and information resources.
5. Exhibit knowledge and appreciation of the humanities and fine arts through individual creative expression.
6. Develop sound bodies and positive self-concepts.
7. Cooperate with others, showing compassion and appreciation for all individuals.
8. Develop desirable social skills by practicing commitment, dependability and responsibility.
9. Develop a desire to become a life long learner in society.

Natoma High School Mission Statement

Natoma High School is committed to producing competent graduates who pursue education as a life-long learning process in a diverse and competitive society. NHS provides an environment conducive to learning and a well-balanced curriculum, which meets the educational and social, needs of all students.

USD #399 PERSONNEL
BOARD OF EDUCATION

Jay Casey
Rick Pfortmiller
Deb Alexander
Justin Krug

Brad Murphy
Melissa Chrisler
Stephanie Dickerson

ADMINISTRATION

Aaron Homburg (ahomburg@natoma-usd399.net) ...Superintendent/K-12 Principal
Kristi Mettlen (kmettlen@natoma-usd399.net).....Head Teacher for K-6
Troy Ostmeyer (tostmeyer@natoma-usr399.net).....Head Teacher for 7-12

FACULTY

Karen Martin(kmartin@natoma-usd399)Second Grade
Marcia Melhaff (oespsyc@ruraltel.net).....School Psychologist
Mary Murphy (mmurphy@natoma-usd399.net).....Librarian, AR Coordinator
Troy Ostmeyer (tostmeyer@natoma-usd399.net))PE, Jr. High Science, Jr. High Math,
James Edwards (jedwards@natoma-usd399.net)Social Studies
Teresa Brandenburg(tbrandenburg@natoma-usd399) PJH & NHS Science
Kristi Mettlen (kmettlen@natoma-usd399.net)Title I/Reading
Chris Broeckelman (cbroeckelman@natoma-usd399.net)Industrial Technology
Kurt Grafel (kgrafel@natoma-usd399.net).....Business, Journalism
Corrine Masters (cmasters@natoma-usd399.net).....Fifth Grade
Calee Wick (cwick@natoma-usd399.net)Pre-K
Shari Paget (spaget@natoma-usd399.net)English
Rhonda Murphy (rsmurphy@natoma-usd399.net)Counselor
Carmen Booth (cbooth@natoma-usd399.net).....Sixth Grade
Holly Lang(hlang@natoma-usd399)..... Third & Forth Grade
Jennifer Feldkamp (jfeldkamp@natoma-usd399.net)Instrumental Music
Jeremy Long (jlong@natoma-usd399.net).....Vocational Agriculture
Deb Christopher, RNSchool Nurse
Catherine Elliott (celliott@natoma-usd399.net).....K-12 Gifted Instructor
Bret Somers (bsomers@natoma-usd399.net)Math, Spanish
Arla Homburg (vocal@natoma-usd399.net).....Vocal
Annette Zeigler (azeigler@natoma-usd399.net).....Kindergarten
Cody Dunlap (cdunlap@natoma-usd399.net).....First Grade
Andrea Chambray (achambray@natoma-usd399.net).Special Education
Felisha Bland (fwise@natoma-usd399.net).....Special Education

OFFICE STAFF

Cambria Ellis (cellis@natoma-usd399.net)Clerk of the Board
Shawna Dunlap (sdunlap@natoma-usd399.net).....K-6 Secretary
Jonelle Custenborder (jcustenborder@natoma-usd399net)7-12 Secretary
Cindy Beisner.....District Treasurer
Cindy Beisner (ican@ruraltel.net)IDL Director

CUSTODIAL

Kevin Eickhoff(keickhoff@natoma-usd399.net).....7-12 Building, Paradise Gym
Dale Eickhoff (deickhoff@natoma-usd399net).....K-6 Building, Natoma Gym

FOOD SERVICE

Ginger DreilingHead cook
Cathy CameronK-6 building
Frank McManus7-12 Building

TRANSPORTAION

Dale EickhoffDirector
Richard Elliott.....Natoma
Lois LundParadise-Waldo
Marlene MurphyParadise-Waldo
Iva MaierNatoma
Bill Murphy.....Substitute
Catherine ElliottSubstitute

ACTIVITES/ATHLETICS

Megan BroeckelmanPJH Cheerleader Sponsor
Fred WhitmanSenior Class Sponsor
Kurt Grafel Cross Country Head Coach, NHS
Head Track Coach, Asst. Athletic
Director
Chris Broeckelman..... NHS Scholars' Bowl, NHS head VB
coach, PJH Head Volleyball Coach,
Summer Weight room
Troy OstmeyerNHS Athletic Director, PJH Track
coach
..... Freshman Class Sponsor
Rhonda Murphy PJH Head Track Coach, Test
Coordinator, PJH Scholars Bowl, 8th
Grade Class Sponsor
Bret Somers.....7th Grade Class Sponsor
Frank McManusConcessions
Arla HomburgNHS/PJH Vocal
Jennifer Feldkamp.....NHS/PJH Instrumental Music,
Aaron HomburgNHS Head Football coach

Kevin Eickhoff.....	SADD
Nichol Homburg.....	NHS Cheer Sponsor, NHS Dance Sponsor, Junior class sponsor
Jeremy Long.....	FFA Sponsor
Linda Crawford.....	PJH Asst VB Coach
Dayna Kocinski.....	NHS Asst VB Coach, PJH Asst. Boys BB coach, NHS Asst. Girls BB coach
.....	PJH Head girls BB Coach
Kristi Mettlen.....	NHS Speech/Forensics
Cody Dunlap.....	NHS Asst. Football, NHS Head Girls BB coach, Summer Weight room
Jonelle Custenborder.....	Sophomore Class Sponsor
Nolan Smith.....	NHS Head BB Coach
James Edwards.....	PJH Head FB Coach
Andrea Chambray.....	NHS Stuco Sponsor
Steve Custenborder.....	NHS Head Golf Coach, PJH Asst. FB coach
Phillip Murphy.....	NHS Asst. Boys BB Coach

Natoma High School Fight Song

Paradise Junior High Fight Song

Go, Tigers, Go
 Fight, Tigers, Fight
 Hit 'em high, hit 'em low
 Go, Tigers, Go
 The Natoma Tigers
 Are the best around
 They are always out
 To win a victory
 They are bound
 (Rah, Rah, Rah)
 Teamwork is vital
 Unity a must
 In the Natoma Tigers
 We will always put
 Our faith and trust

Come on you Wildcats get in and win,
 We're ready anytime to begin,
 Listen to our pep club roar,
 Fight for while and fight some more.
 Our motto is we always play fair,
 We've got the best team found anywhere,
 We will fight with all our might,
 So fight team, hey fight, fight, fight, hey!

ACADEMICS

Enrollment/Withdrawal From School:(JBC)

All resident students shall be admitted to attend school in the district unless they have been expelled. A transportation waiver will need to be signed by the parents and Administrators from previous school.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity, and up-to-date immunization records. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

A textbook fee of twenty-five dollars will be collected at enrollment. If you qualify for reduced lunches the fee for textbooks will be fifteen dollars. If you qualify for free lunches, there will be no charge. (2010-2011)

Transfers from Non-Accredited Schools:

Students transferring from non-accredited schools will be placed by the building principal. The principal will make initial placement after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past education experiences and performance on tests administered to determine grade level placement.

Family Educational Rights and Privacy Act (JR)

Under the Family Educational Rights and Privacy Act (FERPA), the parents of students enrolled in any educational institution receiving Federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this Act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within forty-five (45) days after receipt of the request by said custodian.
2. The school district has adopted policies in implementing this Act. Copies of these policies may be obtained at USD #399, 710 Fifth Street, Natoma, Kansas 67651.
3. The parent's right of access shall include:
 - a. The right to be provided a list of types of education records which are maintained by the institution and are directly related to their children;
 - b. The right to inspect and review the content of those records;

- c. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies.
 - d. The right to a response from the district to reasonable requests for explanations and interpretations of those records;
 - e. The right to an opportunity for a hearing to challenge the content of those records;
 - f. The right to inspect and review any material or document in the education records of that student which includes information on more than one student. Inspection and review includes only that part of the material or document as relates to that student or to be informed by the custodian of records of the specific information contained in that material; and
 - g. The right to a hearing to challenge the content of your child's education records to insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student; and to insert into the record a written explanation respecting the content of the record.
4. Before any school records will be released to third parties other than school officials in other educational institutions in which your child has been enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before he/she will release them. The written consent must include the following:
- a. The specific records to be released;
 - b. The reason for such release;
 - c. The name of the party or agency to whom the records will be released; and
 - d. Notification to you that you may receive a copy of the student's records to be released, if you desire a copy, at a cost of \$.20 per page.
5. The right to obtain copies of your child's student records with the cost of reproduction charged to you at the rate of \$.20 per page.

No Child Left Behind Act (P. L. 107-110) adds significant assessment, accountability, and educator quality requirements. Specifically, military recruiters must be allowed access to students in the same ways that postsecondary institutions and prospective employers are allowed access. In addition, schools must provide basic student contact information (names, addresses, and telephone numbers) to military recruiters upon request. Parents may request via written notification with USD #399 at 710 Fifth Street, Natoma, KS 67651 on or before September 1, of the current school year that this information not be released without their prior written consent.

Directory Information: (JRB)

For purposes of FERPA, USD #399 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

That directory information may include information in the following categories: the student's name, address, telephone number, parent/guardian, date/place of birth, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to

this effect with USD #399 at 710 Fifth Street, Natoma, Kansas 67651 on or before September 1 of the current school year. If refusal is not filed, USD #399 assumes there is no objection to the release of the directory information designated.

Armed Forces Recruiters

“No Child Left Behind” law states that the names, addresses, and telephone listings of secondary school students must be provided to military recruiters just as this information is made available to higher education institutions. Students or parents may request that the recruiting information may not be released. To make this request, you must file written notification to this effect with USD #399 at 701 5th Street, P. O. Box 100, Natoma, KS 67651-0100, on or before September 1, of the current school year. If refusal is not filed, USD #399 assumes there is no objection to the release of directory information designated.

First Day of School

School will begin **Thursday August 26, 2015 at 8:10 AM**. All students will report to their scheduled first hour class at this time.

Changing of Classes:

Students will be allowed to change classes during the first three (3) full days of the **fall semester** provided that all required classes are met. After this time, students will only be allowed to change classes at semester, unless an extenuating circumstance exists that is approved by the counselor and principal. Changes for the spring semester classes must be completed by the start of the fall semester finals. A student must seek the approval of the building principal and school counselor when wanting to change classes at any of the designated times through the school year. The principal and school counselor may approve or not approve the class change at that time after discussion with all parties involved. Credit for class will not be given unless the whole semester or course is completed. No partial credit will be given.

Handbook Changes

Requirements for NHS Graduation: (JFC) (Revised June, 2014) (starting with the Class of 2015)

- Four units of English Language Arts, which shall include reading, writing, literature, communication, and grammar. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject.
- Three units of Social Studies, including one unit of American History, **one unit of American Government, and one unit of World Geography.**
- Three units of Science including one unit as a laboratory course.
- Three units of Mathematics.
- One unit of Physical Education and Health.
- One unit of **Career and Technical Education** (courses from Computers, Industrial Arts and Agricultural Courses)
- One unit of Fine Arts, which may include Art, Music, Dance, Theatre, Forensics, and other similar studies selected by a local board of education.
- **Twenty-four units of credit are required for graduation.**

Qualified Admissions (Revised June 2014)

Beginning with the Class of 2015, students must meet one of the following requirements to qualify for admission to any of the six Kansas Regents Universities:

- Complete the precollege or Kansas Scholars Curriculum with at least a 2.0 GPA; AND
- Achieve ONE of the following:
 - ACT score of 21 or higher; OR
 - SAT score of 980 or higher; OR
 - Graduate in the top one-third of their class; ANDAchieve a 2.0 GPA or higher on any college credit taken in high school.

The Qualified Admissions curriculum consists of:

- Four approved units of English, one unit taken each year of high school, ½ unit may be Speech.
- Three units of Natural Sciences from the following, one unit must be Chemistry or Physics. (Biology, Advanced Biology – 2nd year, Earth Science, Environmental Science, Aerospace, Marine Science, Botany, Microbiology, Geology, Astronomy, Chemistry, Physics, Principles of Technology, Physical Science, Meteorology, Genetics, & Zoology)
- Three approved units of Mathematics from the following: (Algebra I, Geometry, Algebra II, Any course with Algebra II as a prerequisite, AND students must meet the ACT college readiness math benchmark of 22)
OR
- Four approved units of Mathematics, with one unit taken in the graduating year. Three units selected from the following: (Algebra I, Geometry, Algebra II, Any course with Algebra II as a prerequisite. The fourth unit may be prescribed by the school district and must be designed to prepare students for college.)
- Three approved units of Social Sciences that includes instruction in U.S. History, U.S. Government, Geography.
Students meeting the Kansas State Department of Education social science graduation requirements generally fulfill the precollege curriculum social science requirements.
- Three approved units from the following: (English; Math; Natural Science; Social Science; Fine Arts; Computer/Information Systems; Foreign Languages; Personal Finance; Speech, Debate, Forensics; Journalism; and Career Technical Education)

Kansas Scholars Curriculum: (Revised June 2014)

To be considered for the State of Kansas Scholars Program, a student must complete the following curriculum:

- Four units of English - **Same as the Qualified Admissions Curriculum.**
- Three units of Natural Science (must be Biology, Chemistry, and Physics). **A fourth year of science is recommended.**

- Four units of Mathematics (must include Algebra I*, Algebra II, Geometry; additional unit of advanced math selected from the following: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions, or Calculus). ***Algebra I taken in the 8th Grade is accepted.**
- Three Units of Social Science **Same as the Qualified Admissions Curriculum.**
- Two units of Foreign Language (must complete two years of one foreign Language).

Testing Program: (II)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

State of Kansas Assessments:

These assessments are given in the areas of reading, writing, mathematics, science, and social studies as mandated by the state. The main purpose of the assessment is to help improve teaching and learning and to measure students’ progress. Teachers use it for decision-making, instruction and control. Students use it for decision-making and learning. Parents use it to evaluate the learning process of their child. Counselors use it for tracking students and planning. Principals use it for evaluating instructional effectiveness and for planning programs and curriculum. The Board of Education uses it for evaluating the effectiveness of the educational process and student growth.

Promotion/Retention: (JFB)

A student must successfully meet the following requirements to participate in 8th grade promotion activities with USD #399:

Earn a passing grade in:

7th grade: Math 7, Science, Social Studies, and Language Arts

8th grade: Pre-Algebra, Science, Social Studies, and Language Arts

Should a student not earn a passing grade in ANY semester of the above-mentioned classes, he/she shall re-enroll in the class for the following school year to attain a passing grade in both semesters. Junior High students will also need to complete semester final requirements as outlined in the handbook.

Semester Finals

Students in grades 7-12 will be required to complete a comprehensive semester final in each of their classes. Students in grades 11-12 may earn an exemption from taking a final by meeting the following criteria per class/per semester:

If a student qualifies for the Superintendents or Principals honor roll at the end of the semester they are allowed four absences. If a student qualifies for the Red and White honor roll at the end of the semester they are allowed 3 absences. If a student meets the above criteria they will be exempt from all finals. If they do not meet the above criteria they will have to take all finals. Students that are exempt from finals are not to come to school. Students that have to take finals must stay at school for the remainder of the school day except under circumstances permitted by an instructor.

If a student is scheduled to complete a final and does not attend class when the final is given, a final grade of “F” will be issued on the student’s transcript for failure to complete all class requirements. Even if a student meets the exemption criteria, it will be his/her choice as to whether to complete a final.

Honor Roll:

Honor rolls will be posted the first and third nine weeks and both semesters. The Superintendent’s Honor Roll will require all “A”; the Principal’s Honor Roll requires all “A” and one “B”; the Red and White Honor Roll requires all “A” and “B” grades. One grade lower than a “B” will eliminate a student from the honor roll.

Incomplete Grades:

Incompletes for unfinished course requirements must be removed within one week (5 school days) after the first, second and third nine weeks grading period or the grade for the unfinished work will be changed to an “F” on school records. All course work will be completed by the end of the fourth nine-week grading period. There will be no incompletes given at this time. Exceptions will be made only in cases of prolonged illness or other valid circumstances approved by the administration.

Parent/Student/Teacher Conferences: (JFAB)

USD #399 welcomes the opportunity for students/parents to conference with instructors regarding the student’s academic status. District-wide conference dates are scheduled in the fall and spring, per the adopted USD #399 calendar. Other times/dates may be mutually scheduled per the instructor and/or parent’s request.

Student Attendance for Activity Participation:

Students must attend 3.5 hours of school on the day of an activity to be eligible to participate in the activity. Students with emergency circumstances (funerals, medical emergency, family emergency) must receive prior approval from the building administrator to participate in that event.

Make-up Work:

Each student will be responsible for initiating contact with the instructor regarding the completion of make-up work. For excused absences, the student is allowed one (1) additional school day for each day missed to complete and hand in missed work, unless otherwise agreed upon with the instructor. EXAMPLE: Student is absent on Monday, returns to school on Tuesday and is in each class to communicate with instructors on missed work. Missed work is due at class time on Wednesday. Student is absent on Monday and Tuesday, returns to school on Wednesday and is in each class to communicate with instructors. Assignments for days gone are due at class time on Friday.

If, after the designated time, the work is not completed and handed in, the student will receive a “0” for work not finished. In other words, students will not be able to complete work beyond the above listed limits and receive credit.

- Parents are requested to work with and cooperate with the school as to keeping student absenteeism at a minimum.
- The school encourages parents to make student appointments after school or at a time which does not conflict with the student’s academic work whenever possible.

- Students are encouraged to complete and hand in assignments prior to pre-arranged absences. If a student is absent and wishes to know the assignment(s) before returning to school, the student can either call another person in the class(es) or call the office. The assignments may be picked up in the office by the end of the school day requested.
- Make-up allowances for work not completed by the due date, not due to student absence, will be at the discretion of each instructor.

Gangs
JHCAA

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflect or participated in by student:

- Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang related.
- Shall nor present a physical safety hazard to self, students, staff and other employees;
- Shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will respect the students to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

Academic Dishonesty:

Academic dishonesty-as in cheating or plagiarism-is not acceptable. Cheating includes, but not limited to, copying another student's work-such as homework, class work, or test answers-as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures, which could include suspension and/or expulsion.

SPECIAL PROGRAMS (IDAA)

Special Education Services: Interlocal #636 (NCKSEC)

The Individuals with Disabilities Education Act (IDEA), Public Law 105-17, was reauthorized by Congress and signed into law by President Clinton on June 6, 1997. This legislation basically amended the 1990 IDEA that was the cornerstone of federally mandated services for disabled students. Special education categorical areas include autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple

disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment and blindness, early childhood disabilities and gifted.

The Individuals with Disabilities Education Act provides for a free, appropriate public education for all disabled students. The foundation of IDEA is its requirement that schools develop an Individualized Education Program (IEP) for each disabled student. The IEP requirement combines the evaluation of disabled students with the achievement of specific goals. These goals are typically set by the student's parents, school administrators, and regular and special education teachers working together.

The North Central Kansas Special Education Cooperative Interlocal #636 will continue to provide special education programs and services to all exceptional children. The NCKSEC consists of fourteen Unified School Districts as follow: #211-Norton, #212-Northern Valley, #213-Lenora, #237-Smith Center, #238-Kensington, #269-Palco, #270-Plainville, #326-Logan, #392-Osborne, and #399-Natoma.

The purpose of the NCKSEC is to identify all students in the fourteen participating districts who are eligible for and need special education services. Special programs and services are then provided to assist these students in reaching their potential. All these services must meet the requirements and specifications stated in federal and state statues and further clarified in the Kansas Special Education Process Handbook. Additionally, the NCKSEC must make assurances in the provision of these services. These assurances include confidentiality of students records, provision of students' and parents' due process rights, nondiscriminatory and multi-disciplinary evaluations, and provision of services in the least restrictive environment or most normal setting to the maximum extent appropriate.

If anyone believes that child may qualify for and need any of these services, please contact any building administrator in any of the fourteen districts or Chris Hipp, Director for the North Central Kansas Special Education Cooperative Interlocal #636, P.O. Box 369 , Phillipsburg, KS 67639 (785-543-2149).

Assistance to Handicapped:

A person will be assigned to help each developmentally disabled person out of the building in case of an emergency.

Attendance

Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18.

Attendance/Truancy

JBD, JBE

It is the policy of USD #399 that regular attendance is an important contributing factor to school success. The board of education feels that school attendance is a privilege and not

an imposition, and therefore encourages regular and punctual attendance of students to fulfill assigned requirements as scheduled. (Policy D403)

Truancy

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant. If a law enforcement official returns a truant child to school, the principal shall notify the parent or guardian.

Absences

JBD

Parents are requested to contact the school office by telephone (785-885-4849), email (jcustenborder399@ruraltel.net), or personal contact prior to 8:30am on the day when a student will not be in school. The building principal will then designate the absence as excused or unexcused (see definitions following). If no contact is received from the parent on the day of the absence, it will be recorded as unexcused. Regardless of the method of notification, the office must have a written note within five schooldays upon the return of the student to school. The written note must include: the reason for the absence, the date, and the parent signature for record keeping purposes.

Any student with excused absences in excess of eleven days for any reason in one semester will be required to provide documented evidence from a certified physician for their absences. If the student is unable to provide documentation, the student will have to make up the time missed after eleven days on weekends, or before and/or after school. IF the student does not make up the time, the days missed will be counted as unexcused. (see unexcused absences)
(Board Policy JB-1 9/6/11)

Definition of Excused Absences:

1. **Illness:** An absence in which the pupil has been ill. Parent notification by telephone or personal contact prior to 8:30 a.m. on the day of a student's absence is required.
2. **Funerals:** An absence for funerals of the immediate family and prior notification has been made to the school office by the parents or guardians. Absences for other funerals will be handled on an individual basis by the building office.
3. **Family Emergency and Personal Business:** An absence involving family matters that involves a child being away from school with parents or guardians. Notification is required to be made to the building office which will handle requests on an individual basis.

4. School Sponsored Activities: An absence that will be excused if work is made up for time missed.
5. Prior Approval: For any other absence to be excused, parents must have prior contact with the school principal.

Definition of Unexcused Absences:

An unexcused absence is one in which the student spends time away from school without knowledge and consent of school authorities. Specifically, those situations include, but not limited to:

- When a student is absent without the knowledge of parents, guardian and/or building administrator.
- When parents/guardians fail to contact the school to request an excused absence prior to the absences or by 8:30 am of the day of the absence.

Make-up work will be encouraged without credit awarded.

Definition of Significant Part of the School Day:

If a student misses two or more hours of the school day, this shall be considered a significant part of the day.

Consequences for Unexcused Absences:

Consequences for unexcused absences include, but not limited to, work encouraged without credit awarded, in-school suspension, and/or out-of-school suspension.

Truancy: (JBE)

The building principal, or the building principal's designee, shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Social Rehabilitation Services and students over 13 shall be reported to the county or district attorney). Prior to reporting to either SRS or the county attorney, a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Truancy is defined as any three (3) unexcused absences, any five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year, whichever come first. Students who are absent for a significant part of any school day shall be considered truant. (A significant part of the school day is 2 or more school hours.)

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

Tardies:

It is the student's responsibility to be on time for all classes. A student is tardy if not in the classroom when the bell rings.

Students arriving at school after 8:15 am need to check in through the office. Written communication (note or e-mail) is required for record keeping purposes for an excused tardy.

With the accumulation of each third (3) tardy (excused/unexcused) per class per semester, an unexcused absence will be assigned for that class period. Make-up work

will be encouraged without credit awarded. Instructors may request additional make-up time (before/after school) when a student is tardy.

If a student fails to comply with this request, a conference will be held with the parent/guardian and building principal-with possible in-school suspension assigned.

College Visits

Seniors are allowed two days per year and juniors are allowed one day per year for college visits. The absence will be excused if documentation of the visit is provided.

Perfect Attendance

The 7-12 building will recognize, at the annual spring awards night, those students who have earned “perfect” attendance for the school year. Perfect attendance is defined as NO recorded absences and/or tardies during the regularly scheduled school year in any class(es). The exception will be when a student is absent from school due to their participation in a school-sponsored activity.

Sign In/Sign Out:

Any student leaving the building or school premises at any time during school hours is required to obtain permission from the building office. **The office will require written parent or guardian permission or personally talk to your parent on the phone.** One day’s advance notice is preferred.

STUDENT CONDUCT/DISCIPLINE

Behavior/Conduct: (JCDA)

Students in grades 7-12 of USD 399 are expected to conduct themselves in such a manner that is conducive to the highest levels of learning and respect throughout the school day and at all school sponsored activities.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. The principal may in the event that he/she deems the act severe enough or with the recommendation of school personnel skip any steps in the behavior code outlined below. The principal also has the authority to add to or adjust the behavior code to fit the given situation if it is in the best interest of the student or school district.

**1=Warning 2=Detention Time 3=In-School Suspension
4=Out of School Suspension or possible Expulsion**

Act	1st Time	2nd Time	3rd or More
Willful violation any published adopted student Conduct regulation.	1,2,3,4	2,3,4	3,4
Conduct that substantially disrupts, impedes, or interferes the learning process in the school.	1,2	2,3,4	3,4
Conduct that endangers the safety or substantially invades the rights of other students or school personnel.	1,2,3	3,4	4
Conduct that constitutes the commission of a misdemeanor.	3,4	4	4
Conduct that constitutes the commission of a felony.	4	4	4
Disobedience of an order of school personnel.	1,2,3,4	3,4	4
Possession of a weapon at school, on school property or at a school-sponsored event.	4	4	4
Disrespect, inappropriate actions, or words towards a student or a school employee.	1,2,3,4	2,3,4	3,4
Excessive displays of public affection.	1,2,3,4	2,3,4,	3,4
No Hall Pass when leaving a classroom.	1,2,3,4	1,2,3,4	1,2,3,4

-Students, as well as school personnel, will treat each other with courtesy and respect.

Cell Phones

- 1) When entering the classroom students will place cell phones in a secure location determined by that teacher.
- 2) Students are responsible for making sure that their phones will not go off during class.
- 3) Students will be allowed to text in between classes and during their lunch break.
- 4) The consequences for not following these rules are as follows:
 - a. First offense: Phone taken away for the remainder of the day.
 - b. Second offense: Phone taken away and parent must come in and get it.

- c. Third offense: One day ISS

Electronic Devices

Students are not allowed to have I-Pods, MP3 players, Cameras, CD players, hand held video games, ect. at school or extra curricular activities. It is up to the sponsor/coaches discretion if I-Pods, and devices are allowed on bus trips or in the locker rooms. Special camera use at school needs to be approved by the building administrator. If a sponsor or coach approves the use of these items the school is not responsible for loss, theft, or damage to these electronic devices.

Drinks and Food in Class

Students may have water bottles in the classroom unless prohibited by the instructor. Sports drinks, pop, or any other drinks may only be consumed outside the school after school/lunch, or before school. Food is not allowed in the halls or classroom unless approved by the instructor. Food/drinks other than water are not allowed to be in lockers.

Student Public Display of Affection

Junior High couples are not allowed to show any public display of affection. High School couples are allowed to hold hands only. This includes in school, on school grounds, and at extra curricular activities.

Weapons: (JCDBB)

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on the 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.

As used in this policy, the term “weapon” and/or destructive device shall include, but not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver or any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts wither designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples. And from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the

handle of the knife, or any position by the force of gravity or by an outward. Downward or centrifugal thrust or movement.

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. (See JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possessions of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to the SRS or the Commissioner of Juvenile Justice.

Drug Free Schools and Communities Act: (JDDA, JCDDA)

This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 At. 1928.

Expectations for School Sponsored Activities

All School-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (Facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that may include one or more of the following:

- Parent notification;
- Police involvement;
- Suspension or expulsion; and/or;
- Exclusion from future extracurricular activities.

Prohibited Activities: (see JDD and JDDA)

1. Using, possessing, selling, furnishing, or having been under the influence or any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
2. The improper use/abuse, possession, selling, furnishing or any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.

This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P. L. 102-226, 103 At. 1928.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and:

- First offense – one or more of the following sanctions:
Up to and including five-day out-of-school suspension;
Suspension from all student activities for a period of not less than two weeks;
An evaluation from an acceptable drug and alcohol program
- Second offense – following sanctions:
Long-term suspension
Suspension from all student activities for a period of not less than one month;

A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

- Third and Subsequent Offenses – following sanctions:
Up to and excluding expulsion;
Suspension from participation and attendance at all school activities for one year;
A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation programs

Name(s) of acceptable programs are on file with the board clerk.

Vandalism: (EBCA)

The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be process for legal action.

Sexual Harassment: (JGEC)

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to discourage a student from filing a complaint, or to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person, with sexual or demeaning implication;
- Unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning as student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include, but not limited to:

- Making sexual comments or jokes;
- Looking or gesturing in a sexual manner;
- Touching, grabbing, pinching in a sexual way;
- Brushing up against;
- Flashing or mooning;
- Spreading sexual rumors about an individual;
- Pulling clothing in a sexual manner;
- Writing sexual messages or graffiti on walls, locker rooms, etc.;
- Forcing a kiss on someone;
- Calling someone gay or lesbian;
- Forcing someone to do something sexual other than kissing;
- Spying while someone is showering or dressing.

Specific complaints of alleged discrimination under Title IX (Sex) should be referred to the *Superintendent of Schools, USD #399, 710 5th Street, P. O. Box 100, Natoma, KS 67651-0100, (785) 885-4849*. Section 504 (Handicapped) complaints should be referred to Director, North Central Kansas Special Education Coop., Glade, Kansas 67639, (785) 543-2149, or the Civil Rights, Regional Office for Civil Rights, 324 East 11th Street, Kansas City, Missouri 64106.

Any student may file a complaint with the 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 principal shall investigate the complaint and inform the student of the resolution of the complaint within ten days after the complaint is filed.

KANSAS SCHOOL SAFETY HOTLINE:

Purpose: To give students an opportunity to report impending school violence.

TOLL FREE: 1-877-626-8203

The Kansas Highway Patrol has established this hotline so that students can report impending school violence. This is an opportunity for students to protect friends, their school, and their community.

Dress Code: (JCDB)

Neatness and decency are emphasized as guidelines for the dress code. The principal and school staff shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing before attending classes or an activity in the building. If this is not possible the building principal may make alternative arrangements for appropriate clothing.

The USD 399 Board Of Education-approved dress code for school days and school activities is as follows:

- Clothes that are designed to be buckled, zipped, or fastened need to be buckled, zipped or fastened correctly.
- Halter tops, cut-off shirts, mesh shirts, bare midriff and/or backs, low cut armholes, and “wife beaters” are not appropriate and may not be worn.
- Shirts need to be an appropriate length at all times for school days and school activities. If your shirt meets your belt buckle it is an appropriate length. Skirts should not be shorter than three inches above the knee when worn at school or at school activities.
- At no time is it appropriate for your outfit to show an undergarment male or female. This also includes saggy pants. If your pants are not worn around your waist expect to be asked to pull them up. If you refuse expect that choice to carry with it consequences.
- Footwear is to be worn at all times.
- Writing or pictures on clothing (including hats) shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts, and/or writing/pictures that have double meaning.
- Hats (any type, including stocking caps and shirt attached hoods), sunglasses, and wigs are not to be worn or carried around in the school building. Exceptions to this policy, such as homecoming activities, will be announced and approved by the building principal before the event
- Darkened eyewear will be permitted in the building with written explanation from a medical provider.
- The principal and staff can add to this list at any time, if an article of clothing worn to school is deemed inappropriate or causes a disruption to the learning process in the building or during an activity.

Transportation:

The school buses will run beginning August 21, 2012. Students will be returned home when school dismisses at 3:45 pm. If the routes are changed, you will be notified of the changes. If you are riding the bus for the first time, contact Dale Eickhoff at the Elementary School, 885-4478, for your route times.

Transportation To and From School Activities:

1. Students will be expected to ride TO a school-sponsored activity in school-provided transportation.
2. Parents or guardians wishing to remove their children from the activity bus for personal reasons must either provide a written note requesting such to the building administrator prior to a school activity or the parent or guardian must directly contact the sponsor in charge of the activity bus for permission.
3. Only parents or guardians may request permission for their own child to be removed from school sponsored activity trips.
4. No student will be excused from any school-sponsored activity to ride home or to non-school functions unless accompanied by a parent of student involved.

Student Cars:

Students’ cars are to be parked in the parking lot west of the high school building. The east side of the west parking lot from the street to the telephone pole is designated

for teachers and visitors. All cars in this west parking lot will be parked in an East/West direction. No parking on the west side from the alley north. No car shall be parked in front of the high school at any time. Permission to drive during school hours must be granted through the office. Students are not allowed to go to their cars during the school day without permission. This includes during lunchtime when high school students are allowed to go outside.

DISCIPLINE MEASURES

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

Detention:

Administrators/teachers have the authority to correct students in the buildings or at a school-sponsored function for behavior code violations. Students are responsible for complying with an administrator/teacher's request to make-up time, either before or after school, for behavior code violations. If a student chooses not to attend the assigned detention after a second teacher request, the matter will be referred to the building principal for further action.

Suspension/Expulsion: (JDD)

A student may be suspended or expelled, for reasons set forth in Kansas law, by either the superintendent and/or building principal(s). A student may be suspended or expelled, for reason set forth in Kansas law, by the following certified personnel: Superintendent, Principal; and/or Assistant Principal. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. The expulsion hearing for weapons possession shall be conducted by the superintendent/designee. The expulsion hearing for any other reason shall be conducted by the superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Reasons for Suspension or Expulsions:

- Students may be suspended or expelled for one or more of the following reasons:
- Willful violation of any published, adopted student conduct regulation;
 - Conduct which substantially disrupts, impedes, or interferes with school operations;
 - Conduct which endangers the safety or substantially impinges or invades the rights of others;
 - Conduct which constitutes the commission of a felon;
 - Conduct which constitutes commission of a misdemeanor;
 - Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
 - Possession of a weapon at school, on school property or at a school-sponsored event.

Parent and/or guardians will be notified within 24 hours of any suspension/expulsion.

In-School Suspension:

The school will provide an in-school suspension room to be used for disciplining students. Students assigned to the in-school suspension room shall spend the entire school day working in the school building on school assignments. While in suspension, a student will not be allowed to participate in any school activities outside the classroom including athletic practices and games.

The number of days a student serves in suspension shall be determined by the school administration. Credit will be allowed at the discretion of the administrator.

Out-of-School Suspension:

When a student is assigned an out-of-school suspension, he/she will not receive credit for the work missed. This loss of credit includes daily assignments and tests, i.e., work due that day, daily participation grade. Students will be provided assignments for the days missed and are expected to complete them and turn them in for instructor review. The purpose of the student completing the assignment(s) is to provide the student the opportunity to keep up with the rest of the class(es), so that the break in the educational process will be minimal. The only exception for not awarding a zero would be for an ongoing project.

Interrogation and Investigations: JCAC

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules of the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation. (See EBC)

Coordination with Law Enforcement

School administrator's shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

When Law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative is not present during questioning of a student, the principal may be present.

Investigations Initiated and Conducted by Law Enforcement Officers

The administrators shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (see GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require an identification of law enforcement officials and reasons for the interrogation of investigation or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information of the criminal conduct shall be turned over to law enforcement officials. (see EBC)

Taking Students into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

ACTIVITIES

Fund-Raising:(JK)

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school-sponsored activities. All student sales projects shall require the principal's prior approval.

Purchases:

Any purchase made for a school organization, must be made according to correct procedures. An Activity Fund Requisition must be signed by the organization's treasurer and faculty sponsor and be submitted to the building principal at least one week prior to when the item to be purchases will be needed. Under no circumstances is a student or parent to charge an item to the school without having an approved Activity Fund Requisition. **Student, parents and sponsors will not be reimbursed for purchases which were not approved in advance of the purchase.** All approved purchases are to be charged to the school or paid for with a school check at the time of delivery. All purchases for personal items such as (team shoes, knee pads, etc.) will be paid for in full before placing the order.

Dances:

High School: An organization may have one dance each year if an open date can be found. Insofar as possible, school dances shall be confined to weekends or on days followed by no school.

There are to be at least four sponsors at each dance – the organizations' sponsor and other staff members or parents. The dance shall not exceed 12:00am. Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. A student may not bring a

guest not enrolled in the district unless prior permission is given by the building principal.

Each student will be responsible for the conduct of his/her guest during the dance and each guest will be expected to conduct himself/herself according the behavior code identified in this handbook.

Dress code for the dances will be in accordance to the identified dress code in this handbook.

7th/8th Grade Dance/Parties:

All dances/parties/socials must be cleared through the administration at least two weeks in advance so there will be no conflicts as to time and place. These must be on weekends or on days followed by no school. All activities must be sponsored by the class sponsor and at least two other adults. They should not extend past 10:00 pm. **No guests will be permitted.** All students are encouraged to participate.

Eligibility: (JH)

Participation in USD #399 6-12 Interscholastic Athletics (Cross Country, Volleyball, Football, Basketball, Track, Scholars' Bowl) is a privilege, and not a right. The expectation of USD #399 is that all students participating in athletics achieve academically at a minimum level **above D-, 64% (2011-2012)**, in all classes during participation.

The following eligibility requirements apply to all USD 399 students for extracurricular activities.

- 1) Must be a student in good standing within the district(as determined by district administration).
- 2) Daily attendance eligibility: Students must be in attendance by the beginning of 5th period unless prior arrangements have been made with district administration.
- 3) Weekly Eligibility: Students must maintain above a 64% semester grade in each class they are enrolled in.
 - a. After the first full 2 weeks of each semester weekly eligibility grades will be taken.
 - b. These grades will be taken on Mondays and eligibility will run to the following Monday.
 - i. If a week starts on a Wednesday or later eligibility will carry over to the following week.
 - c. At the time of a weekly grade check if a student is below a 64% he/she will be placed on academic probation until the following weekly grade check. While on probation the student will still be able to participate in extra-curricular activities.
 - d. If at the following grade check the student has not met the eligibility requirements he/she will then become ineligible to participate until their grade is above 64% at the following weekly grade check.
 - e. The student will be eligible whenever requirements are met on the following grade check. At this time the student will be place back onto the probation list until the next grade check. In order to reach normal

academic standing the student must maintain above a 64% for two consecutive weeks following being in the ineligible list.

- f. Eligibility will be determined on a class by class basis.
- 4) These eligibility requirements will apply to all extra-curricular activities with USD 399. (2011-2012)

Cheerleaders

Cheerleaders perform at ballgames, pep rallies, and other events to promote school spirit and excitement. The members are expected to represent Paradise Junior High and Natoma High School with above average energy, integrity, and grooming. The junior high squad includes the sixth grade class. Eligibility rules for athletes apply to cheerleaders. High School and Junior High: **Tryouts are held in the spring for the following year's squad that will have six members for junior high. High school will have a football squad and a basketball squad both consisting of 6 members**(2012-2013). At the junior high and high school level the best six girls fill the spots (2010-2011). All members must be academically eligible to try out and also to perform. The principal and sponsor will work together to set up the cheer tryout activity. See the Cheerleading handbook for other information

HEALTH AND SAFETY

Medications: (JGFGB)

The school nurse will be conducting vision, hearing, dental, scoliosis screening, and other testing as required. Written parent request is required to not participate in these screenings.

Supervision of Medications: (See JGFGBA)

The supervision of oral 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. (See JGFGBA) Copies of the required forms are availed in the back of this handbook.

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 a non-prescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication 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 a licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Supervision of Medications (See JGFGBA)

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medications 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 observance 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 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 administered and section for comments.

Supervision of Medications: (SEE JGFGBA)

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.

Student Self Administration of Medications

As used in this policy medications means a medicine for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs pursuant to a written protocol with a responsible physician. (Also see JGFGB)

Student Eligibility

The self-administration of medication is allowed for students in grades (6-12 or K-12). To be eligible, a student shall meet all requirements of this policy.

Parents/Guardians shall submit a written statement from the student's health care provider stating:

- The name and purpose of the medication;
- The prescribed dosage
- The conditions under which the medication is to be self administered; and
- The length of time for which the medication if prescribed

The statement shall also show the student has been instructed on self-administration of the medication and is authorized to do so in school.

Authorization Required

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on self-administration of the medication and is authorized for the self-administration of medication. An annual renewal of parental authorization for the self-administration of medication [shall/may] be required.

Employee Immunity

A school district, and its employees and agents, which authorize the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school district shall provide written notification to the parent or guardian of a student that the school and its employees and agents are not liable for any injury resulting from the self-administration of medication.

Waiver of Liability

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medications and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication. The provisions of this policy shall expire on June 30, 2005 (Kansas Law)

School Dismissal Due to Inclement Weather: (EBBD)

KRSL 95.9 FM, Russell; KJLS 103.3 FM, Hays; KHAZ FM 99.5, Hays; KAYS 1400 AM, Hays; and KBSH TV 7 are cooperating with the schools of this area by notifying pupils of the school districts not having school because of bad weather. These radio announcements will be made as early as possible. Tiger weather line phone number will be activated when weather is questionable. The number is the grade school number of 885-4478. If no announcements are made, buses will run and the regular classes will be held.

Fire and Tornado Drills: (EBBE)

Fire and tornado drills are held at irregular intervals throughout the school year. The alarm for a fire drill will be a continuous blast. Students are to pass quickly from the buildings according to a pre-arranged plan. The alarm for a tornado drill will be a series of short bells. Students are to pass quickly and quietly to their designated area according to the pre-arranged plan. Order is essential to ensure the safety of all. One long bell will sound for the all clear and return to classes.

Assistance to the handicapped: A person will be assigned to assist each developmentally disabled person out of the building in case of an emergency.

Insurance: (JGA)

USD #399 will carry a supplemental accident insurance on all students. This protection will be in force while the student travels to and from school, school trips when a sponsor is present, injuries received in athletics, physical education classes and other school activities. If a student has any medical expenses resulting from an accident at school which are not paid by their parent's insurance policy, their parents may contact the Clerk of the School Board to begin the process for submitting a claim:

1. Inform the Clerk of intent to submit a claim.
2. Take claim form to personal doctor for completion.

****NOTE:** Coverage offered by USD #399 is classified as a "secondary coverage" only. Medical expenses not covered by such policies are the responsibility of the parents.

Personal Property:

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

Radios, tape or CD players, pagers, cellular phones, electronic game devices, and/or laser pointers will not be allowed on school premises during regular school hours or at school-sponsored events. The only exception will be personal CD players with headphones on activity/athletic trips, at the discretion of the sponsor/coach.

Searches of Students (JCABB)

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules, or directives are being violated.

Telephone Calls:

District telephones are for school business ONLY. Phone calls by students are to be made only for valid reasons and are to be made in the office, not in the classrooms. Permission to use the office phone will be granted by the principal or the office staff.

Visitors: (KM)

Patrons and parents are encouraged to visit district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, visitors are asked to check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not allowed to bring visitors to school without prior permission of the principal.

SCHOOL PROPERTY

Computer Use: (IBG)

USD #399 is now providing Internet access to students and teachers. The Internet is an electronic highway connecting hundreds of thousands of computers around the world, and millions of individual subscribers. Students and teachers have access to electronic mail, information databases, electronic discussion groups, public domain software, and access to many library card catalogs including the Library of Congress.

Our connection to the Internet expands the resources available to our staff and students. Unfortunately, there are pitfalls as well as jewels in use of Internet. Being a worldwide network means there is no overall authority in charge of maintaining order or appropriate behavior of those people using it. There are approximately 25 million people on the "Net" now, and not all of those people share what most of us would regard as "good and decent" beliefs and behaviors. Also, what we might regard as illegal behavior may not be illegal on a computer in say, Australia.

The use of instructional technology, to include but not limited to VCR's, DVD's, Cameras, Scanners, etc., and including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research and consistent with the objectives of the USD #399 Public School System.

Inappropriate use of technology privileges by any person, as outlined below, will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. Any person using technology equipment at a school site is

responsible for all activities, which take place through the use of his or her account and/or assigned equipment.

The following actions are NOT acceptable use:

Security and Vandalism

- Knowingly giving one's password to others.
- Using another person's password.
- Circumventing security measures.
- Falsifying one's identity to others.
- Attempting to harm or destroy data or equipment (including uploading, introducing, or creating computer viruses).

Information: Files, Data, Text, and Graphics

- Obtaining unauthorized access to restricted or confidential information.
- Changing or deleting any file or data that does not belong to the user.
- Sending or receiving copyrighted materials with permission (including software, text or graphic images).

Internet/E-Mail

- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Placing unlawful information on the Internet.
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Sending messages that may result in the loss of a recipient's work or systems.
- Sending chain letters or pyramid schemes to lists or individuals.
- Using for commercial purposes.
- Using for political lobbying or election campaigning.
- Knowingly sending or receiving pornographic or sexually explicit material, text files, or files dangerous to integrity of the network.
- Attempting to gain access to another's resources, programs, or data.
- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by the system administrator.
- Subscribing to Listservs, Usenet news, and discussion groups unless approved in advance by the system administrator.

Being connected to the global community through electronic mail and telecommunications tools produces responsibilities for students as well as opportunities.

The Board of Education expects that students using telecommunications tools and electronic mail will do so in ways that are appropriate and that enhance the performance of tasks and assignments. Usage of these tools will be monitored by and at the discretion of classroom teachers.

Communication over the Internet and networks is not private. The network supervisor(s) may/can review and inspect directories and messages. Supervisors and administrators may/can examine communications in order to determine compliance with acceptable use guideline. Monitoring and review of communications may take place at any time. The district reserves the right to access stored records. Courts have

subpoenaed old messages. The use of USD #399 technology and electronic network system is a privilege, which may be revoked at any time.

Student Discipline

Student discipline will be enforced by the administration. The administration reserves the right to implement an appropriate level of punishment determined by the facts and severity of the violation including, but not limited to the following:

1. The student loses access to the information retrieval system or equipment until a parent conference is held. Additional loss of privileges will be discussed at this conference.
2. In the case of repeated violation, patterns of violation, or flagrant violation, the student may be removed from all information retrieval system privileges for the remainder of the year (or remaining school years) and suspension from school may be recommended.
3. A student may be expelled from school if she/he engages in conduct that contains the elements of the offense of criminal mischief as defined by state and federal law. A student expelled for misuse of technology will lose computer privileges for 186 days.

Searches of Property –JCAB-R

Lockers: (JCAB)

Lockers in the district schools shall be under supervision of the building principal and assigned for the student to store necessary school materials and clothing. Students shall have no expectation of privacy in any school locker. The combinations and/or keys to locker's locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access to use. The principal may search any locker at any time without notice to the student to whom the locker belongs if there is reason to believe that the locker contains matter prohibited by law or school regulation. Students shall not place locks, or other than those issued by the school, on any locker. Paradise Junior and Natoma High School will not assume responsibility for the security of personal belongings brought to school or assume responsibility for security of the assigned lockers. Inappropriate pictures and sayings will not be displayed in or on the lockers.

Use of Trained Dogs To Search: JCAB-R-2

At the request of the administration or U.S.D. 399 Board of Education, Law enforcement officers or licensed private agencies may 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 and/or district employees.

This search may be announced or unannounced at the discretion of the administration and U.S.D. 399 Board of Education. During each visit student lockers, hallways, book bags, and classrooms will be searched for illegal contraband. If the canine hits on a locker, book bag, notebook, or vehicle the student will be informed and provided reasons for the need to have contents searched. If illegal contraband is found, parents will be notified as well as the appropriate law enforcement agency.

STUDENT SERVICES

Counselor: (II)

The counselor is available to help all students, staff, and parents in any way possible. Some of the most common ways include:

1. Educational Planning: Information about high school requirements, vo-tech schools, colleges, scholarships, financial aid, etc.
2. Occupational Planning: Current references concerning occupations and files of information on varied occupations available.
3. Understanding abilities and interests: Scores made on school and post-secondary achievement tests, interest inventories, occupations that suit individual interests, etc.

Students are welcome to visit the guidance office for assistance with any questions they may have, or to discuss anything that will help them be successful in school or out of school.

Frequently, students request counseling services to discuss problems concerning adjustments to school, getting along with others, study habits, or selection of school subjects. Appointments with the counselor may be made by reporting to the guidance office before or after school, or by stopping in for a minute between classes, if time permits. Appointments will be set for a mutually agreed upon time/date.

Procedures for Checking Out Library Materials:

Students will present the books and materials they wish to check out at the circulation desk in the library. They will sign their full name, first and last, in the first blank line on the library card and hand the card to a library staff member for dating. Unless a student is doing a report they are only allowed to check out three books at a time. Students who have overdue books will not be allowed to go on field trips, organization trips, or participate in extra curricular activities. (Unless the trip counts for a grade. When the library card and date due slip have been stamped with the date due, the material may be taken by the student. Reference books are designated for "Library Use Only" and cannot be checked out to students.

Returning Library Material:

To return instructional material to the library, the student should place the materials on the book cart stationed near the circulation desk.

Length of Loan Periods:

Unless a book is marked as a seven-day or reserve book, it may be kept fourteen days. To give more students an opportunity to read new books sooner, many new books may be designated as seven-day books for a time. These books should be read and returned as promptly as possible. Reserve books may be checked out for one period at a time or for an overnight period. They are due at the circulation desk at the close of the period for which they were lent. If they have been checked out for the overnight period, they are due at the circulation desk before the beginning of school the next day.

Current magazines will be checked out as reserve books so far as length of lending period is concerned. Magazine slips for signing in and checking out magazines will be supplied by the staff. Students damaging materials and equipment will be required to replace them.

Renewal Periods for Library Materials:

Regular fourteen-day books may be renewed for seven more days unless there are students on the waiting list for the book. Only one renewal may be made on a book.

Fines For Overdue Books:

Fines are not intended to be a hardship to any student; instead they are assessed to emphasize the need for promptness and to protect the majority. Materials are to be shared and a careless delay in returning items may cause others undue inconveniences. The student will be charged a fine of \$.05 per day for library materials kept past the date due. Fines will not be assessed for weekends and holidays. The fine on reserve books is \$.10 per school period. Students with overdue books and fines not paid within a week will not be allowed to check out other materials until all fines are paid and all materials returned. Students with fines to be paid will not be allowed to go on class trips, organization trips or field trips.

Food Service: (JGH)

Breakfast will be served beginning on the first day of school with the 7th-12th grade meals costing \$1.50 or \$30.00 per card of twenty. Lunch will be \$2.50 or \$50.00 per card of twenty, and adults \$2.60 or \$52.00 per card of twenty. Extra milk is available for \$.55 or \$11.00 per card of twenty. (2014-2015) It is strongly recommended that meals and extra milk be paid for by the month/card. Parents will be notified when they have less than five credits remaining.

USD #399 asks that patrons not charge more than 5 lunches/breakfasts/milks without making prior arrangements with the school office. After a student accumulates 5 unpaid meals, the secretary is to notify the administrator.

Food from outside sources is discouraged, however each parent/guardian has the option to make arrangements for meals for their student prior to the morning lunch count. Meals must be delivered by the parent/guardian, or brought to school by the student.

Students will either be expected to participate in the USD #399 Food Service Program or bring a lunch from home.

Students will be allowed to leave the school campus during the noon hour on an EMERGENCY basis only. Parents will need to notify the school office at the time of the emergency.

Daily Announcements:

A daily bulletin and weekly calendar will be provided by the school office and posted on the bulletin boards and the district website. Please check this calendar for when school activities are scheduled. Students are expected to keep themselves informed of events taking place in the school.

Church Night:

Wednesday night is church night in the Natoma-Paradise-Waldo communities. As a result, no school activities other than Kansas State High School Activities Association events and some league events (over which we have no control in scheduling) will be scheduled on Wednesday evenings for the students of USD #399. Students are encouraged to participate in the activities of their church on church night.

SCHOOL ACTIVITIES

NHS provides a wide variety of activities so that every student may find one or more which they may enjoy and in which they may be successful. The faculty and administration believe that activities offer students an opportunity to put into practice some of the ideals and principles that leads to a happy and well adjusted life.

Students who join an activity or team are making a commitment to participate in the events of the organization including, but not limited to: all practices, fund raising campaigns, invitationals, league events, regional and state competitions. Parents should be aware of the commitment you are making before the start of each season or activity.

Students who join an activity or team are also making a commitment to complete classroom work in advance of being absent from school for an event and to maintain the highest standards of academic achievement in all of their courses.

ATHLETICS

USD #399 is a member of the Northern Plains League, which includes some of the strongest teams in the mid-west part of Kansas. **Sylvan-Lucas, Lincoln, Tipton, Chase, Wilson, Beloit-St. John's Catholic, Thunder Ridge, Pike Valley, Lakeside, Southern Cloud, Tescott, Osborne, Rock Hills, and Natoma-Paradise-Waldo are the members of this highly competitive league.(2012-2013)** All-league honors are determined by a committee of coaches and will be announced following each athletic season.

Students who letter in a sport and maintain a 3.75 GPA during the semester the sport was played, will be honored with the League's Scholar Athlete Award.

MUSIC

Band is offered to all students who play a wind or percussion instrument. The band participates in marching, concerts, music contests, and all activities related to school and community affairs.

Students interested in vocal music will be enrolled in the regular vocal music class. Vocal ensembles will be formed through this class or by appointment. Under the direction of the choral music instructor, these groups will sing at school and community programs, and participate in various clinics and contests.

Music students will be recognized with awards at the end of the year based on their participation in concerts and other performances.

USD #399 believes in its music program and offers instruments for student use without a rental fee. The school has the instruments cleaned and repaired over the summer so they will be in good working order when students check them out; additionally, the school pays for any repairs from normal wear and tear throughout the school year. **Students are responsible for the purchase of reeds, oils, etc.; to use and maintain the instruments in the same shape they received them. Students are also responsible for any instrumental or case repairs not due to normal wear and tear throughout the school year.**

SCHOLARS' BOWL

Scholars' Bowl is defined as an academic contest in which subject matter of at least three of the five academic disciplines required by the State Board of Education of high school graduation are used for competition. This activity features head to head academic team competition, quick response answers, time limits on questions and use of recognition systems by participants. The high school season begins in mid-September and concluded by mid-March. The junior high season will begin near the end of the first semester of school and will end in March.

STUDENT COUNCIL

The purpose of the student council is to develop a vehicle for better communications between the students, the teachers and the administration. The student council should develop attitudes and practices in good citizenship, promote harmonious relations throughout the entire school, improve student-teacher relationships, provide for a forum for student expression, improve school moral, assist in the management of the school, provide orderly direction of school activities, and promote the general welfare of the school.

FFA

The FFA is the national organization of, by, and for students studying vocational agriculture in high school. The primary aim and purpose of the FFA is the development of agricultural leadership, citizenship and cooperation. To be a member, students must be enrolled in at least one Vocational Agriculture course during the school year.

Chapter members may participate in judging contests and schools on the district and state level in crops, poultry, livestock, dairy, speech, and farm mechanics.

NATIONAL HONOR SOCIETY

The National Honor Society is an honorary organization. It is both an honor and a responsibility to be a member. Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. The following criteria is used at Natoma High School for selecting student into NHS:

1. Grade point average: 3.50 or above.
2. Leadership: Leadership is considered highly important for membership selection. The students should actively serve in elected and appointed offices. Be responsible and dependable without being reminded of their job as a leader.
3. Service: Service should be given willingly in areas of school loyalty, good attitude, participation in out-of-school activities in the community, volunteers dependable and well-organized assistance, and is willing to offer assistance without being asked, is cheerful, enthusiastic, courteous to all.
4. Character: The student should: be able to take criticism and accept recommendations graciously, exemplify desirable qualities of behavior; uphold

principles of morality and ethics; cooperate by complying with school regulations concerning property; demonstrate the high standards of honesty and reliability; actively help rid the school of bad influences or environments.

Students who meet the first requirement of a 3.50 GPA are given a survey form to complete. This form is given to the faculty selection committee, made up of five faculty members. The principal and the National Honor Society Sponsor are not part of the selection committee.

Selection is usually done one time each school year; however, if students raise their GPS after the first semester they can be considered for selection. Students whose nomination is not approved by the selection committee may be re-nominated during a later semester.

Election to the National Honor Society recognizes the student who strives to improve conditions about him and promotes those qualities-Leadership, Character, Scholarship, and Service-for which the National Honor Society stand.

SADD

Students Against Destructive Decisions. To provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, drunk driving, drug abuse and other destructive decisions. SADD involves students from local schools in educating other young people, distributing literature and providing alternative activities and aversion activities to help students to make wise decisions.

HIGH SCHOOL CLASS OFFICERS

Class of 2016

President: Dean Masters
Vice-President: Joseph Raat
Secretary: Faith Cotterill
Treasurer: Kyle Whitman
Student Council: Dave Haskett
Faith Cotterill
Chrisler

Class of 2017

President: Terran Homburg
Vice President: Grady Dickerson
Secretary: Sarah Pelton
Treasurer: James Maupin
Student Council: Taitem Zeigler
Kayley

Class of 2018

President: Hannah Chambray
Vice-President: Peyton Ostmeyer
Secretary: Alyssa Lumley
Treasurer: Alyssa Lumley
Student Council: Bon Pongsuwam
Madison Cotterill

Class of 2019

President: Audrey Buzzell
Vice-President: Anthony Gutierrez
Secretary: Shannon McDonald
Treasurer: Shannon McDonald
Student Council: Ethan Dickerson
Emily Cotterill

FFA

President: Grady Dickerson
Vice-President: Taitem Zeigler
Secretary: Sarah Pelton
Treasurer: Dylan Pruter
Sentinal: Austin Murphy
Reporter: James Maupin
Student Council: Kaylee Anglin

SADD

President:
Vice-President:
Secretary/Treasurer:
Student Council:

STUCO

President: Regan Casey
Vice-President: Terran Homburg
Secretary:
Treasurer:

NATIONAL HONOR SOCIETY

President:
Vice-President:
Secretary:
Treasurer:
Student Council:

NHS CHEERLEADERS

Regan Casey
Terran Homburg
Hannah Chambray
Ally Eledge
Peyton Ostmeyer
Audrey Buzzell

NHS TIGERETTES

PARADISE JUNIOR HIGH CLASS OFFICERS

Class of 2020

President: Alyvia Zeigler
Vice-President: Shayne Engling
Secretary: Shandra Griffin
Treasurer: Chris Erickson

Class of 2021

President: Clay Pelton
Vice-President: Jayce Dickerson
Secretary: Preston Ostmeyer
Treasurer: Alicia Phlieger

PJH CHEERLEADERS

Carley Chrisler
Alicia Phlieger
Alyvia Zeigler
Ashton Lund
Jillian Podrybau

North Central Kansas Special Education Cooperative

Special Education Child Fund

This school district and the North Central Kansas Special Education Cooperative(NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has development delays or special need, contact the administrator in your district or Deb Reha, director for the NCKSEC at 205 F Suite 235: PO Box 369: Phillipsburg, Ks 67661 (785-543-2149).

Areas of special education include: birth through age two(infant-toddler), early childhood-disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, mental retardation, motile disabilities, orthopedic impairments, other health impairments, speech of language impairments, and gifted.

Parents are advised that all education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment, If you have a child of know of a child who may need special education services please notify the school district of the NCKSEC.

North Central Kansas Special Education Cooperative

Special Education Child Find

This school district and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, that has developmental delays or may be in need of special education. If you have a child or know of a child who you think has development delays or special needs, contact the administrator in your district or Debra Reha, Director for the NCKSEC at 205 F St. Suite 235; PO Box 369; Phillipsburg, KS 67661 (785-543-2149).

Areas of special education include: birth through age two (infant-toddler), early childhood - disability, developmentally delayed, visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning

disabilities, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, speech or language impairments, and gifted.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional, and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you have a child or know of a child who may need special education services please notify the school district or the NCKSEC.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-590

Disclosure of Directory Information under FERPA

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If you do not want your student's directory information released, please notify your local school district office of your desire to "opt out".

