

**U.S.D. #399 Paradise-Natoma-Waldo
2018-2019**

STUDENT/PARENT HANDBOOK



**Larry D. Geist
Superintendent/PreSchool-12th Grade Principal**

**Shawna Dunlap
Elementary Secretary
Jonelle Custenborder
Jr./Sr. High Secretary
Cambria Ellis
Board Clerk**

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Jr/Sr High School Address: 710 Fifth Street

Natoma, KS 67651

Elementary Phone: 785-885-4478

Elementary Fax: 785-885-4479

Jr/Sr High Phone: 785-885-4849

Jr/Sr High Fax: 785-885-4523

Central Office Phone: 785-885-4843

Central Office Fax: 785-885-4523

TABLE OF CONTENTS

Introduction	4
Nondiscrimination.....	4
Mission Statements	5
Staff Names	5-7
Board of Education Members	8
Important Phone Numbers	8
Enrollment.....	8
Admission Requirements.....	8
Address/Phone Number Changes	9
Textbook Fees	9
Assignment to School/Classes	9
Schedules	9
School Supplies	9
Transferring Credit	9
Withdrawal from School	9-10
Records	10
Directory Information	11
Pictures	11
Academics	11
Testing Program.....	11
Promotion and Retention	11
Grading/Grade Classification.....	11
Report Cards	11-12
Parent/Student/Teacher Conferences	12
Awards and Honors	12
Homework	12
Make-Up Work	12-13
Academic Dishonesty	13
Human Growth & Development	13
Special Programs	13
Attendance	14
Compulsory Attendance	14
Attendance/Truancy	14-15
Absences	15
Tardies	16
Sign In/Sign Out	17
Perfect Attendance	17
NES Student Conduct/Discipline	16
NES Behavior/Conduct	16-17
Weapons	17
Gangs	18
Vandalism	18
Sexual Harassment	19-20
Electronic Devices.....	20
Dress Code	20-21
Drug Free Schools and Communities Act	21-22

Transportation	22
Discipline Measures	22
Detention	22
Suspension/Expulsion	22-23
Searches of Students	23-24
Activities	24
Assemblies and Pep Rallies	24
Athletics	24
Fund Raising	24
Parties/Social Events	24
Extra-Curricular Activities Participation Requirements	25
Cheerleading.....	25
Eligibility	25-26
Field Trips.....	26
Health and Safety	26
Accidents, Reporting of	26
First Aid	26
Medications, Administering	26-27
Inoculations	28
Health Assessments	28
Physicals	28
Communicable Diseases	28-29
Safety	29
Drills	29
Weather Emergencies.....	29
General Information	29
Calendar	29
Distribution of Materials.....	30
Insurance	30
Orientation	30
Personal Property	30
Cell Phone Use	30
Staff-Student Relations	30
Telephone Calls	31
Visitors	31
School Property	31
Building Opening and Closing Time	31
Appropriate Use of Equipment and Supplies.....	31
Computer Use	31-33
Lockers	33
Student Service	33
Counselor	33-34
Library.....	34
Tutoring	34
Food Service	34-36
Other	36

Birthday Treats	36
Room Parents	36
Accelerated Reader	36
Show & Tell	36-37
Safety Hotline	37
Church Night.....	37
Recess	37
Musical Instruments	37
Search of Property	37
Lockers.....	37
Use of Trained Dogs	38
PJH/NHS Activities	38
Music	38
Scholar Bowl	38
National Honor Society	39
SADD	40
NHS Class and Organization Officers	40
NHS Cheer	41
PJH Class Officers	41
PJH Cheer.....	41
NHS Graduation Requirements	41
Qualified Admissions	42-43
Kansas Scholars Curriculum	43
Promotion/Retention	43
Semester Finals.....	43
Honor Roll.....	43
Incomplete Grades	44
College Visits	44
7-12 Conduct/Discipline	44-45
Drinks And Food In Classrooms	45
Student Public Display of Affection	45
Student Cars	45
In School Suspension.....	46
Out of School Suspension	46
Purchases	46
NHS Dances	46
PJH Dances	47

Appendices

Accident Report Form	A
Medication Guidelines	B
Permission for Medication	C

This handbook is designed to assist with communicating to students and parents important issues, whether law, regulation, board policy or practice requires them. These rules are to serve as guidelines for parents and students to follow. The principal has the final decision on implementing these guidelines.

INTRODUCTION

I hope the summer has been a restful and enjoyable time for you and your family. I am looking forward to another great year at USD #399. Last year I was able to work side-by-side with the great teachers and staff we have and I know we will do everything in our power to see our students get the opportunity for the best education we can offer.

We have several new faces joining our USD #399 family this year. Ms. Sophia Schofield will be the new third grade teacher and Mr. Tyler Masters will be the new 6-12 Math teacher. Both bring new ideas to our faculty and we are excited to help them grow in their profession. Be sure to stop in and introduce yourselves to Ms. Schofield and Mr. Masters during our Open House. We are in a very important transition year going to a four-day school week and I know the faculty and staff will work hard to see our students are successful.

As always, if you have any questions, please feel free to stop by or call. I am looking forward to another great year here at USD #399!

Tiger	&	Wildcat	Proud,
Mr.	Larry	D.	Geist
Pre-K-12 Principal/ Superintendent			

Nondiscrimination

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. Superintendent of Schools, P.O. Box 100, Natoma, KS 67651, 785-885-4849 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 student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Mission Statements

It shall be the mission of USD 399 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.

The mission of Natoma Elementary is to create an effective teaching and learning environment that will encourage all students to reach their maximum potential in academic and social experiences. We will strive to enable each student to become a productive and responsible citizen involved in a lifetime of successful learning.

The mission of Natoma High School is to produce 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.

Staff Names

ADMINISTRATION

Larry D. Geist (lgeist@natoma-usd399.net)Superintendent/Pre-K-12 Principal
 Kristi Mettlen (kmettlen@natoma-usd399.net).....Head Teacher for Pre-K-5

FACULTY

Annette Zeigler (azeigler@natoma-usd399.net).....Pre-K
 Lori Geist (logeist@natoma-usd399.net)Kindergarten
 Cody Dunlap (codunlap@natoma-usd399.net)..... First Grade
 Lori Morgan (lmorgan@natoma-usd399.net)Second Grade
 Sophia Schofield (sschofield@natoma-usd399.net) Third Grade
 Janene Sparke (jsparke@natoma-usd399.net).....Fourth Grade
 Corinne Masters (cmasters@natoma-usd399.net)Fifth & Sixth Grade
 Kristi Mettlen (kmettlen@natoma-usd399.net)Title I/Reading
 Alexandra Rome (arome@natoma-usd399.net)..... Instrumental, Pre-K-12 Vocal
 Troy Ostmeyer (tostmeyer@natoma-usd399.net) PE/Health/Weights,,6th Grade Math
 Mary Murphy (mmurphy@natoma-usd399.net)Librarian, AR Coordinator
 Teresa Brandenburg (tbrandenburg@natoma-usd399.net)... PJH & NHS Science
 Chris Broeckelman (cbroeckelman@natoma-usd399.net) ...Industrial Technology
 Kurt Grafel (kgrafel@natoma-usd399.net)Business/Computer Technology
 Jeremy Long (jlong@natoma-usd399.net).....Agriculture Education
 Rhonda Murphy (rsmurphy@natoma-usd399.net)Counselor, FACS
 Shari Paget (spaget@natoma-usd399.net)English
 Tyler Masters (tmasters@natoma-usd399.net)Math
 Ben Swenson(bswenson@natoma-usd399.net)Social Studies
 Brandie Bieker (bbieker@natoma-usd399.net)School Psychologist
 Bonnie Rubottom, (brubottom@natoma-usd399.net)Library Aide/ 4th Grade Para
 Catherine Elliott (celliot@natoma-usd399.net)K-12 Gifted Instructor
 Carmen George (cgeorge@natoma-usd399.net)NES Paraprofessional
 Lorie Griffin (lgriffin@natoma-usd399.net)NES Paraprofessional
 Audrey Maupin (amaupin@natoma-usd399.net)NES Paraprofessional
 Wanda Prowse (wprose@natoma-usd399.net)NES Paraprofessional
 Cammie Thayer (cthayer@natoma-usd399.net)NES Paraprofessional
 Kris Grafel (krgrafel@natoma-usd399.net).....NHS Paraprofessional
 Julie Bray (jbray@natoma-usd399.net) NHS Paraprofessional
 David Chambray (dchambray@natoma-usd399.net)NHS Paraprofessional

Rhonda Murphy	PJH Head Track Coach, Test Coordinator, PJH Scholars Bowl, PJH Head Volleyball Coach
TBD.....	8 th Grade Class Sponsor
TBD.....	7 th Grade Class Sponsor
Alexandra Rome	Pre-K-12 Vocal & Instrumental Music
Kevin Eickhoff	SADD
Jeremy Long.....	FFA Sponsor
Linda Crawford	PJH Asst VB Coach
Dayna Kocinski.....	NHS Asst. Girls BB coach, PJH Head Girls BB Coach
Troy Ostmeier.....	NHS Athletic Director, PJH Asst Girls BB Coach, Summer Weight Room, PJH Track Coach
Cody Dunlap.....	NHS Head Football, NHS Head Girls BB Coach, Summer Weights
TBD	Sophomore Class Sponsor
TBD.....	Concessions
Ben Swenson.....	PJH Head FB Coach
Andrea Chambray.....	NHS Stuco Sponsor
Steve Custenborder.....	NHS Head Golf Coach, PJH Asst. FB coach, NHS Head Boys BB Coach,
Tyler Masters.....	NHS Asst. Football Coach,
Shari Paget.....	National Honor Society Sponsor, NHS Speech/Forensics
Jodie Ostmeier.....	NHS Asst. VB

Board of Education Members

Mrs. Debra Alexander	Mrs. Melissa Chrisler
Mrs. Stephanie Dickerson	Mr. Justin Frye
Mrs. Kristin Lyle	Mr. Quentin Maupin, Vice President
Mr. Rick Pfortmiller, President	

Important Phone Numbers

Natoma Elementary School:	885-4478 or 885-4473
Natoma Elementary School FAX:	885-4479

Natoma High School:	885-4749 or 885-4849
Natoma High School FAX:	885-4523
Clerk's Office:	885-4843
Natoma High School Kitchen:	885-4858
I-CAN Office:	885-4860
Kansas School Safety Hotline	877-626-8203

Enrollment

Admission Requirements

JBC

All resident students shall be admitted to attend school in the district unless they have been expelled. **For out of district students, an application for admission will need to be signed by the parents/guardians and approved by the USD 399 BOE.** 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. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. Students enrolling in the elementary school for the first time **MUST** provide a copy of their original birth certificate, immunization record and physical. These three records must be brought to the school before the first day of attendance by the student! 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 The Department of Child & Family, a certified transcript from the student's last school.

Textbook Fee:

A textbook fee of thirty dollars will be collected at enrollment. If you qualify for reduced lunches the fee for textbooks will be twenty dollars. If you qualify for free lunches, there will be no charge.

Address/Phone Number Change:

Please notify the school secretary within seven days if any of the following change:

- numbers for home, cell, or parents' work
- mailing or street address
- emergency contacts
- email address

Assignment to School/Classes: JBC

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Schedules:

Students should arrive no earlier than 7:40 a.m. to school. Arrival between 7:40-8:00 a.m. will allow students to eat breakfast and be ready for the start of school. Students are only allowed to come earlier if they have made arrangements with a teacher for tutoring. Elementary students are to report to their assigned area in the gym or to the stage if they are eating breakfast upon arrival at school. Elementary students will be picked up from the gym by their classroom teacher at 7:55 to report to class. Elementary students may go directly to class if their teacher has already picked up their classmates from the gym. The bell rings at 8:00 am to officially start the school day and at 4:00 pm to officially end it. Pre-School class begins at 8:00 a.m. and ends at 11:45 a.m.

School Supplies:

The 2-page list is handed out separately at enrollment and is also available anytime during the school year in the school office or on the website.

Transferring Credit:**JBC Transfers from Non-Accredited Schools:**

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

Withdrawal from School:

When a parent wishes to withdraw a pupil from school, the parents are to notify the school prior to the move. All of the student's personal belongings and supplies shall be taken with the student. All library books, textbooks, workbooks, etc. that belong to the school shall be returned before the student withdraws. Any and all fees due shall be paid in full before the student withdraws. It is advisable that the parents leave the name of the transferring school along with the address and phone number. We do require verbal or written notice.

Records: JR

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

The following is the required annual notification to parents and eligible students concerning your 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 USD #399 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.

Directory Information: JRB

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. A form will be provided at enrollment if parents wish to exercise their right to “opt out” from the release of directory information about students.

Pictures:

School pictures are taken in the fall, usually at the end of September. Information will be sent home 2-3 weeks in advance. Fall pictures are pre-paid and all students are photographed for the yearbook. Spring portraits are usually taken in the early or middle part of February. Parents are asked to sign a permission form and only those students

will be photographed. These pictures are NOT prepaid. After the portraits arrive and are sent home, parents will have the option of buying all or part of the picture package.

Academics

Testing Program:

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, state required tests and possibly a National Norms Test.

Promotion and Retention: JFB

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Grading/Grade Classification:

<u>Score/Percentage</u>	<u>Letter Grade</u>
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or lower	F

Report Cards/Progress Reports: JF

Periodic reports either written, by telephone or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Formal report cards shall be given to students and parents at Parent /Teacher Conferences (October and February) or following the end of each established grading period. Student grades are available at all times for grades 1-12 on the PowerSchool website. Teachers and parents will communicate with each other if special circumstances arise throughout a nine weeks.

Parent/Student/Teacher Conferences: JFAB

The school district welcomes the opportunity for students/parents to conference with instructors. District-wide conference dates are scheduled in the fall and spring as seen on the district-adopted calendar. Other times/dates may be mutually scheduled per the instructor and/or parent's request. If unusual circumstances arise prohibiting a teacher from attending district-scheduled conferences, the teacher will notify their students' parent/s or guardian/s to allow for an alternate time. If your child comes to conferences with you, the expectation is that they will be with you during the conference.

Awards and Honors: JN

There is a Pre-K-5 awards assembly on the last day of school. A note will be sent home as that date approaches with specific times. Sixth Grade awards are included in the

PJH/NHS awards banquet, which is held in May. Invitations and more information on this assembly will be available in the spring.

Homework: IHB

Students are expected to complete homework assignments on time.

NES forms going home this year will be “color-coded”. **HOMEWORK** notes will be on baby blue paper, **PARENT NOTICES** will be on yellow paper, and **NOTES THAT NEED SIGNED and RETURNED** will be on orange paper.

Make-Up Work:

The 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) school day for each day missed to complete and hand in missed work, unless otherwise agreed upon with the instructor. (Example: If a student is gone on a Monday, the student will have all day Tuesday to acquire assignments and complete the work. The work is to be turned in by the start of school on Wednesday.) If, after this time, the work is not completed and handed in, the student will receive a zero for work not finished. Under unusual circumstances, the administrator may extend this time if deemed necessary.

1. Parents are requested to work with and cooperate with the school as to keeping student absenteeism at a minimum.
2. The school encourages parents to make student appointments after school, on Friday, or at a time which does not conflict with the student’s academic work whenever possible.
3. With exception of Friday activities students must be in attendance at school before 5th hour before they will be allowed to practice or participate in any activity. Students with emergency circumstances (funerals, dentist or doctor appointments, family emergency) must receive approval from the building administrator to participate in that event.
4. 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. Students and parents can also check on Powerschool for a list of assignments and due dates.
5. Students leaving for a school activity will be required to bring an assignment sheet around to each of their teachers to get the assignments for the day they will miss.

Academic Dishonesty:

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes but is not limited to copying another student’s work—such as homework, classwork, or test answers—as one’s own. The use of websites or apps to gain answers to homework or test questions is also not acceptable. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures, which could include suspension or expulsion.

Human Growth & Development: IKCA

The school nurse will provide instruction on human growth and development to the 4th (boys at the discretion of school nurse based on development), 5th & 6th grade classes. Instruction is given with separate classes of boys and girls. **Parents must sign a release**

form before their student may take part in these instructional units. Any student without the necessary form will not be allowed to take part in human growth and development classes. To receive more specific information regarding the unit content, please contact the school nurse.

Special Programs: IDAA

Student Intervention Team (SIT)

The goal of the Student Intervention Team is to expand the use of various resources and expertise in the schools and communities to individually address student needs.

Classroom instructors can recommend students whom they feel need extra assistance to this committee.

Special Education Child Find:

USD 399 and the North Central Kansas Special Education Cooperative (NCKSEC) work together to identify every student, age birth through 21, living within the district boundaries, who 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 Mr. Geist 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.

Attendance

Compulsory Attendance Requirements:

Compulsory school attendance; exemptions. (a) Subject to the other provisions of this section, every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 18 years and has not attained a high school diploma or a general educational development (GED) credential, shall require such child to be regularly enrolled in and attend continuously each school year (1) a public school for the duration of the school term provided for in K.S.A. 72-1106, and amendments thereto; or (2) a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located. If the child is 16 or 17 years of age, the parent or person acting as parent, by written consent, or the court, pursuant to a court order, may allow the child to be exempt from the compulsory attendance requirements of this section.

(b) If the child is 16 or 17 years of age, the child shall be exempt from the compulsory attendance requirements of this section if: (1) The child is regularly enrolled in and attending a program recognized by the local board of education as an approved alternative educational program; (2) the child and the parent or person acting as parent attend a final counseling session conducted by the school during which a disclaimer to encourage the child to remain in school or to pursue educational alternatives is presented to and signed by the child and the parent or person acting as parent. The disclaimer shall include information regarding the academic skills that the child has not yet achieved, the difference in future earning power between a high school graduate and a high school dropout, and a listing of educational alternatives that are available for the child; or (3) the child is regularly enrolled in a school as required by subsection (a) and is concurrently enrolled in a postsecondary educational institution, as defined by K.S.A. 74-3201b, and amendments thereto. The provisions of this clause (3) shall be applicable to children from and after July 1, 1997, and shall relate back to such date.

Attendance/Truancy: JBD, JBE

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. 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 The Department for Children & Family 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. 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 offices by telephone NES (785-885-4478) NHS (785-885-4849), or email NES (sdunlap@natoma-usd399.net) NHS (jcustenborder-natoma-usd399.net), or personal contact prior to 8:30 AM on the day when a student will not be in school. **The building secretary will attempt to contact parents of a student who is absent if the parent/guardian does not call in by 8:30.** 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. 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.

Definition of Excused Absences:

- **Illness:** An absence in which the pupil has been ill. Parent notification by telephone or personal contact prior to 8:30 am on the day of a student's absence is required.
- **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 administrator.

- **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.
- **School-Sponsored activities:** An absence that will be excused if work is made up for time missed. The student absent must be participating in the school-sponsored activity.
- **Prior Approval:** For any other absence to be excused, parents must have prior contact with the building principal.

Definition of Unexcused Absences

An unexcused absence is one in which the child spends time away from school without knowledge and consent of school authorities. Specifically, those situations include, but are 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 8:30am on the day of the absence.

Consequences for Unexcused Absences

Consequences for unexcused absences include, but are not limited to: in-school suspension or possible reporting to authorities.

Tardies:

It is the student's responsibility to be on time for all classes. A student is tardy if not seated in the classroom when the bell rings. Students arriving at school after 8:00 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 three (3) unexcused tardies, a 30 minute detention will be assigned. With the accumulation of 6 tardies, an In-School Suspension will be served on a Friday to be determined by administration. 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 out-of-school suspension assigned.

Sign In/Sign Out:

Any student leaving the building or school premises at any time during school hours, except when going to the Elementary School for class, 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. Students or parent/guardian must sign in at the office when arriving at school after 8:00 AM.

Perfect Attendance:

The elementary school will recognize 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. The exception will be when a student is absent from school due to their participation in a school-sponsored activity.

Student/Conduct Discipline Natoma Elementary School

Pre-K-5 Positive Behavior Program:

Each classroom develops a classroom positive behavior model that serves the individual classes needs and will be discussed with parents each year at the open house and through classroom newsletters. Questions about the behavior program can be addressed to the teacher of your child's class. Incentives are earned for positive behavior. Behavior that is discouraged includes, but is not limited to, any behavior which takes away from or tears down one's feeling of general well-being, self-worth, physical security, emotional security, positive self-image, and general confidence.

Students may be disciplined for any of the following reasons: (LIST IS NOT ALL INCLUSIVE)

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority, and
- possession of a weapon, illegal drug, or tobacco product at school, on school property or at a school-sponsored event.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. 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.

Regarding behavior at extracurricular activities, the BOE policy states, "To create a safe environment for your child, it is the expectation of U.S.D. #399 that parents will supervise their children at all extracurricular activities. If students are consistently observed up and about, they will be politely asked to find a seat. If the behavior does not change, they will be asked to leave."

Weapons: JCDBB

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

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 of 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 either 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 **may** result in expulsion from school for a period of up to one 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 shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to DCF or the Commissioner of Juvenile Justice.

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 any student:

- Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang related.
- Shall not 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 expect 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.

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 and/or building principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. If the vandalism is considered substantial by the administration, law enforcement will be contacted along with the parents. 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 processed 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, certificated 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 sexually harass a student, for a student to sexually harass another student, faculty or staff member, 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 or school staff member 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 a student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include but is 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;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- 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
- spying while someone is showering or dressing.

Specific complaints of alleged discrimination under Title IX should be referred to the **Superintendent of Schools, USD #399, 710 5th Street, PO Box 100, Natoma, KS 67651-0100, (785) 885-4849**. Section 504 (Handicapped) complaints should be referred to Director, North Central Kansas Special Education Coop., Phillipsburg, KS 67661, (785) 543-2149, or the Civil rights, Regional Office for Civil Rights, 324 E. 11th Street, Kansas City, Missouri 64106.

Electronic Devices

Electronic devices, ex. I-pods, game-boys, walk-man's, ~~cell-phones~~* are prohibited on school premises during the school day. Devices are also prohibited on the bus to and from school. Field trips will be decided upon on an individual basis. Parents will be notified if they are allowed on a field trip by a note home before the event is to take place. USD #399 is not responsible for any loss, theft, or damage to any electronic devices. Using the devices during school will result in devices being taken away and held until the end of the day. Parents will be notified of their child using a device in school. Repeated offenses will result in further disciplinary action.

***Cell Phone Policy Can Be Found On Page 32 Of This Handbook.**

Dress Code: JCDB

Neatness and decency are emphasized as guidelines for the dress code. The principal or his designee 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.

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, tank tops, cut-off shirts, mesh shirts, bare midriff and/or backs, low cut armholes, sleeveless T-shirts, sagging are not appropriate.
- 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.
- Shorts/skirts may be worn during the school year, as long as they are at least mid-thigh (when the arms are dropped at the side, the shorts reach the bottom of the student's fingertips), and the skirts are not shorter than mid thigh when the student is sitting down. No biker shorts may be worn unless worn beneath another pair of shorts that also meets the length requirement.
- At no time is it appropriate for your outfit to show an undergarment, whether you are 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.
- Hats (any type) and sunglasses are to be left in lockers/bookbags during regular school hours and may not be worn or carried around the school building.
- Holes in jeans may not be higher than mid-thigh.

Drug Free Schools and Communities Act: JDDA, JCDDA

This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act.

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 of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia.
2. The improper use/abuse, possession, selling, furnishing of 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.

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

Transportation to and from School Activities

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 sign their student out on the approved form provided by the sponsor for permission to ride home with a parent or guardian. Only parents or guardians may request permission for their own child to be removed from school sponsored activity trips. No student will be excused from any school-sponsored activity to ride home or to non-school functions unless accompanied by the parent of student involved.

*Students will be expected to ride TO a school-sponsored activity in school provided transportation.

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: JDB

All USD 399 employees have the authority to correct students in the buildings or at school-sponsored functions for behavior code violations. Students are responsible for complying with an instructor/principal request to make-up time for behavior code violations. When time is given and the student does not appear to serve the time, the time will be doubled. If the student does not appear again, the teacher will refer them to the principal.

Suspension/Expulsion: JDD

Suspension and Expulsion Procedures:

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. 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. Students will receive a zero on work when receiving an expulsion.

Reasons for Suspension or Expulsion:

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 operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority; 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.

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.

Interrogation and Investigations: JCAC

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or 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 shall be documented by the administrator involved. If a student's 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 identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted.

Violations of Criminal Law:

Information concerning 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 DCF. 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.

Parents shall not be notified by school officials when their child is taken into custody by DCF 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 or at school functions and if necessary to take students or other persons into custody.

Activities

Assemblies and Pep Rallies:

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

Athletics:

Students in the 6th grade may participate in volleyball, basketball and track. A physical will be required before any student is allowed to participate in practice for these sports. At the end of May, letters are mailed to all students in grades 6-12 with information on athletic physicals.

Fund-Raising: JK

Solicitations by 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.

Parties/Social Events:

The principal must approve all classroom parties and other school social events in advance. If approved, teachers will send home notes with specific information.

Extracurricular Activities-Participation Requirements: JH

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and
- other requirements established by the administration.

Cheerleading (6th-12th Grades Only):

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. If needed, high school tryouts are held in the spring for the following year's squad. One squad consisting of up to eight members will cheer for football and basketball seasons. Junior high will not be required to participate in tryouts since they can have unlimited members.(2017-2018) All high school and junior high members must be academically eligible to perform. The principal and sponsor will work together to set up the cheer tryout activity.

Eligibility:

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: **Except for Friday activities**, 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 65% 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 extracurricular 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 a 64% at a weekly grade check. The student may continue to

- practice during ineligibility but will not be allowed to participate in games or performances or to travel with the team to out of town activities.
- e. The student will be eligible whenever requirements are met on the following grade check. At this time the student will be placed 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 on the ineligible list.
 - f. Eligibility will be determined on a class by class basis.
- 4) These eligibility requirements will apply to all non-graded extra-curricular activities with USD 399.

Field Trips: IFCB

Field trips are taken during the school year at the discretion of the administration and teachers. All parents have the opportunity to sign the student's enrollment form at the beginning of the school year which gives permission for the student to attend all field trips during the school year. A letter from the teacher and/or secretary is ALWAYS sent home prior to all field trips with an explanation and information for that particular activity.

Health and Safety

Accidents, Reporting of: JGFG

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor immediately. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

First Aid: JGFG

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given.

Medications: JGFGB

The school nurse will be conducting vision, hearing, dental, scoliosis screening, and other testing as required. Written parent request is required to 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.

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 medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent. Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

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.

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). 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 is 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 to do so in school. The student's parent or guardian shall provide written authorization 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 medication 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.)

Inoculations: JGCB

Immunization updates are required before students enter preschool and kindergarten. Our school nurse gives this information to parents at the end of each school year. Our school nurse continuously monitors all immunization records for every student for needed immunization updates. All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

Health Assessments: JGC

It is now mandated that any child under the age of 8 years entering a Kansas school for the first time have a physical assessment. All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

Physicals:

All students in grades 6-12 planning on participating in an extracurricular activity MUST have a physical performed before they can begin practice for athletics. Notes are mailed home in the spring to all students in grades 5-11 with more information.

Communicable Diseases: JGC

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the

student's physician or by the school nurse. The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

Safety: EBB

Safety, courtesy and respect should be shown to all people at all times. When given a direction by an adult, students are expected to comply with the instructions immediately. In order to keep students safe, it is necessary for students to exhibit appropriate behavior. Failure to follow rules may result in the loss of privileges. Skateboards, scooters and rollerblades will not be allowed in classrooms. If your child rides them to school, they will need to leave them at the bike rack before entering the building. The district suggests having a lock on them if you are concerned about theft. Hoverboards or electrically powered skateboards or scooters are not allowed on school grounds.

Drills: EBBE

Fire, tornado, and crisis 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 prearranged 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 prearranged plan. Crisis drills will be announced over the intercom with specific directions. Order is essential to ensure the safety of all. Fire & Tornado Drills will receive the all clear with one long bell. Students and Staff will be released from Crisis Drills according to the Crisis Plan protocol. Assistance to the handicapped: A person will be assigned to assist each developmentally or disabled person out of the building in case of an emergency.

Weather Emergencies: EBBD

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. The USD #399 All Call System will be utilized to contact each household of school closing, late start, or early dismissal. If no announcements are made, buses will run and the regular classes will be held. If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come and pick their children up at school if they choose. **Students shall be released according to board policy for release of students during the school day or adopted crisis plan.**

General Information

Calendar:

A district calendar will be given to you at enrollment and is also available on the USD 399 district website.

Distribution of Materials: KI

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

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:

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

Orientation:

Enrollment is held the first part of August. Notification of enrollment dates & times are mailed to all parents prior to enrollment. .

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 elementary school premises during regular school hours. The only exception will be personal CD players with headphones at the discretion of the teacher.

Cell Phone Use:

Cell phones may be used by students in grades 6-12 ONLY. Cell phone use will be limited to use before school begins and during lunch periods on M, W, & TH. Tuesday will be "No Tech Tuesday" when students will not be allowed to use cell phones during lunch but will be expected to practice their face to face communication skills and communicate without the use of electronics. Cell phone use while on school activities will be at the discretion of the coach or sponsor. Cell phones are to be kept in the student's locker during the day with the exception of before school and on days they are allowed during lunch. Students caught the first time with their phone with them outside of the approved times will be asked to bring them to the office where they may be retrieved at the end of the day. Any offenses after the first time, a parent or guardian will need to come to the school to retrieve the phone.

Staff-Student Relations: GAF

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment.

Telephone Calls:

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal or building secretary. Forgotten homework, forgotten athletic equipment, or other such items are not allowable uses for district phones. Student use of school telephones will be at the discretion of school officials.

Visitors: KM

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must 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

Building Opening/Closing Times:

The official time that school begins is 8:00 am. The school day officially ends at 4:00 pm. The Preschool day starts at 8:00 a .m. and ends at 11:45 a.m. Monday through Thursday.

Appropriate Use of Equipment and Supplies:

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

Computer Use: IIBG

USD #399 provides Internet access to students and teachers. If a student views something that is of questionable taste, they are obligated to report that immediately to an adult. The student should put the laptop screen down or turn off the monitor on the desktop computer. The student should not shutdown the machine. 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. The use of instructional technology, 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, 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 without permission (including software, text or graphic images).
- Downloading or viewing inappropriate content including but not limited to pornographic material, photos, or literature.

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 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 (computer use):

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. Any such violations will be reported to the appropriate authorities. A student expelled for misuse of technology will lose computer privileges for 186 days.

Lockers: JCAB

Lockers in the district schools shall be under the supervision of the building principal and/or coach and assigned to the student to store necessary school materials and clothing. All students in grades 6-12 will be issued a school owned combination lock for use on their lockers to help secure valuables. It is the responsibility of each student to insure their lockers are secured. The combinations and/or keys to all locker locks shall be in the sole possession of the coach and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations. Students shall not place locks, other than those issued by the school, on any locker.

Student Services

Academic Counseling:

Students are encouraged to talk with a school counselor, teachers and principal in order to learn about the curriculum and other academic issues. The counselor can provide information about a variety of topics.

Personal Counseling:

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should schedule an appointment at a time that is mutually agreeable.

Library: IF

Students are invited to use the library at a scheduled time during the school day. There is a cart in the library where library books are to be placed when they are returned. If a student loses a book, he/she will be expected to pay for the replacement of that book. Replacement books cost an average of \$15.00 per book. When checking out a book, please write your first and last name in the blank, as well as your grade. You will be allowed to check three books out at one time. Encyclopedias and other reference materials may be brought to the classroom, but they cannot be checked out to go home with a student. Please do not reshelve books you are returning.

Tutoring:

The student's teacher will assist in deciding if a student needs tutoring. The classroom teacher and/or Title I teacher will tutor students.

Food Service: JGH

Parents will be notified when their child has five punches left on a card. They will again be notified when they have reached zero. A final notice will be sent when they have used two unpaid punches.

Unpaid Meal Charges:

Notices will be sent by the secretary on a regular basis to notify parents that payment is need for additional meals prior to exhaustion of funds and any past due balances. Students will not be allowed to charge extra milk once the account is negative. If no effort is made to pay, the debt may be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If no attempt is made to pay the debt within 10 days of mailing the final notice of a negative account balance under policy DP, the debt will be turned over to the State of Kansas Set-Off Program. Information on the program can be found at KSSetoff@ks.gov. Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs. The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students who transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households will be retained. Elementary lunches will be eaten in the Jr/Sr High Commons area. Jr/Sr High students will also eat in the commons area. If you would like to eat with your child, please call at least 24 hours in advance so that the cooks can prepare an additional meal. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home. Breakfast will be served daily starting at 7:40 am. Students who eat breakfast should arrive at 7:40 am so they can be ready for class to begin at 8:00am. All students are welcome to eat breakfast. Lunch will begin at 11:30am. Preschool and Kindergarten milk is offered and afternoon milk for grades 1-5 is also offered. All elementary students eat breakfast Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents. Free or reduced lunches do not include extra milk or milk for snacks.

Special Dietary Needs (2004 Federal Legislation):

At enrollment parents will be given a Special Dietary Instructional Sheet. It is the parent's responsibility to notify the school if a modification of the school menu is needed and to turn in the informational sheet prior to the first day of school.

Lunch Prices:

Pre-K-12 Breakfast regular price is \$1.75 each or a card of twenty is \$35.00. Reduced price for breakfast is \$0.30 each or a card of twenty is \$6.00.

Elementary Lunch prices are \$2.50 each or a card of twenty is \$50.00. Reduced meal prices are \$0.40 for lunch (a card of twenty is \$8.00.)

Jr/Sr High Lunch prices are \$3.00 each or a card of 20 for \$60.

Additional Milk: Preschool milk, kindergarten milk, afternoon milk and extra milk costs \$0.55 each or \$11.00 for a card of twenty. Extra milk with meals will only be allowed if a parent sends a note and it is paid for in advance. The free/reduced program does not include afternoon or extra milk.

Adult Lunch: Price for an adult lunch is \$3.50. Price for a guest student lunch is \$2.50 at NES and \$3.00 at NHS.

Please make payment with exact change or a check, as large amounts of cash are not kept on hand.

Closed Lunch:

Students will either be expected to participate in the USD 399 Food Service Program or bring a meal prepared at home. Because of the federal guidelines for food service, food from restaurants will not be allowed except when a class has made arrangements with the office and Food Service Manager prior to the event. (example: pizza parties) 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. Teachers have the discretion to have exceptions for the entire class. (I.E. Birthday party, occasional class rewards, ect)

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) Mail: U.S. Department of Agriculture

**Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;**

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Other:

Birthday Treats:

Parents are welcome to bring treats for their child's birthday if they discuss it ahead of time so that the teacher has enough time to plan for the event. Please discuss treats with the classroom teacher. **Because of the possibility of students with food allergies in classrooms, prior contact must be made with the school and teacher to insure the safety of all students in the classroom.** If you bring treats, you must bring enough for all students.

Room Parents:

If you are interested in volunteering in the classroom, please contact your child's classroom teacher.

Accelerated Reader:

Elementary & secondary students have the opportunity to earn AR points, which will make them eligible for the annual AR trip at the end of the year. Students will be notified at the beginning of the year or when they arrive at school if arriving after the start of school as to the specific points needed to qualify.

Show & Tell:

Live, non-poisonous or non-aggressive animals may be brought to school for show. In order for an animal to be brought, you must receive prior approval from the building principal, and the parent/guardian must bring the animal and take it after show and tell is finished. The animal must be secured within a cage or on a leash before it can be brought into the building.

Kansas School Safety Hotline:

The purpose of the hotline is to give students an opportunity to report impending school violence. Toll free number: 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.

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 after 6:00 pm for the students of USD #399.

Recess:

The recess duty teacher will determine if going outside is appropriate regarding the weather. **Please be sure to send clothes appropriate for the weather conditions so students can participate in recess.**

Music Instruments:

Policies in the music handbook, which are on file with the music instructor, will be followed. A \$10 instrument fee will be collected from all 5th and 6th grade students. This fee covers maintenance, general supplies for the instrument and a book. Jr/Sr. High students using a school owned instrument will also be charged the \$10 fee.

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 a lock on a locker 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, 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 any item, 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.

PJH/NHS ACTIVITIES

USD #399 is a member of the Northern Plains League, which includes some of the strongest teams in the midwest 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. 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, brass or percussion instrument. The band participates in marching, concerts, music contests, and 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.

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.

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. Students should 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 non-school activities in the community, volunteer dependable and well-

organized assistance, be willing to offer assistance without being asked, is cheerful, enthusiastic, and 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, and 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 all NHS 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 GPA 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 around him and promotes those qualities-Leadership, Character, Scholarship, and Service-for which the National Honor Society stand.

SADD:

Students Against Destructive Decisions. The purpose of SADD is 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 2019

President: TBD
Vice-President: Ethan Dickerson
Secretary: Ethan Dickerson
Treasurer: Ethan Dickerson
Student Council: Ethan Dickerson
Emily Cotterill

Class of 2020

President: Alyvia Zeigler
Vice-President: Shayne Engling
Secretary: Shandra Griffin
Treasurer: Jacob Murphy
Student Council: Alyvia Zeigler
Shayne Engling

Class of 2021

President: Jason Engling
Vice-President : Carley Chrisler
Secretary: Logan Moore
Treasurer: Preston Ostmeyer
Student Council: Carley Chrisler
Jayce Dickerson

Class of 2022

President: Kayden Martinez
Vice-President : Logan Pruter
Secretary: Jillian Podrybau
Treasurer: Gracyn Cotterill
Student Council: Derek George
Ashton Lund

FFA

P - Ethan Dickerson
VP - Shandra Griffin
Sec - Jacob Murphy
Treas - Austin Thomson
Rep - Preston Ostmeyer
Sent - Open

SADD

STUCO

President:
Vice-President:
Secretary:
Treasurer:

NATIONAL HONOR SOCIETY

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

NHS CHEERLEADERS

Emily Cotterill
Alyvia Zeigler
Carley Chrisler
Jillian Podrybau
Ashton Lund
Gracyn Cotterill

PARADISE JUNIOR HIGH CLASS OFFICERS

Class of 2023

President: Ricky Mayberry III
Vice-President: Candyce Engling
Secretary: Javon Letsch
Treasurer: Nathaniel Schoenfelder

Class of 2024

President: Daniel Maier
Vice-President: Emma Finkenbinder
Secretary: Karlie Rubottom
Treasurer: Hayley Hays

Class of 2025

President: Roy Bright
Vice-President: Emily Cheek
Sec./Tres: Boden Podrybau

PJH CHEERLEADERS

Emily Cheek
Rylee Conlin
Isabelle Cotterill
Elsie Finkenbinder
Hayley Hays
Carolyn Lyle

Sara Lyle
McKayla Murphy
Raylyn Paget

Natoma High School General Information

Requirements for NHS Graduation: (JFC)

- 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.
- One unit of Personal Finance
- **Twenty-four units of credit are required for graduation.**

Qualified Admissions:

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 pre-college 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; AND

Achieve 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).

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 6-12 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:

*Qualify for the Superintendent's or Principal's honor roll at the end of the semester and have no more than four absences.

*Qualify for the Red and White honor roll at the end of the semester and have no more than 3 absences.

If a student meets the above criteria they will be exempt from all finals; however, a student may choose to complete a final, even when it is not required. If they do not meet the above criteria they will have to take all finals. Students who are exempt from finals are not to come to school. Students who are required 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.

Honor Roll:

Honor rolls will be posted the first and third nine weeks and both semesters. The Superintendent's Honor Roll will require all "As"; the Principal's Honor Roll requires all "As" 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. Exceptions will be made only in cases of prolonged illness or other valid circumstances approved by the administration.

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.

STUDENT CONDUCT/DISCIPLINE

Students in grades 6-12 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 of any published adopted student conduct regulation.	1,2,3,4	2,3,4	3,4
Conduct that substantially disrupts, impedes, or interferes with 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.	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.	2,3,4	3,4	4
Disrespect or 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. Is this rule in effect?	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.

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 before

or after 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 extracurricular activities.

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. There is to be no parking on the west side from the alley north. Parking the the church parking lot across the street from the school is prohibited. 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.

In-School-Suspension:

All In School Suspensions will be served on Friday. It will be the responsibility of the parent or guardian to get the student to the school to serve the suspension if the student is not of legal age to drive. The student will need to bring lunch for the day and will be required to get assignments from their teacher the Thursday before the suspension is being served.

Out-of-School Suspension:

This loss of credit may include daily participation grade. Students will be provided assignments for the days missed and are expected to complete them and turn them in the first school day back from serving the OSS 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. OSS will be served on M-Th and students serving an OSS cannot participate or attend an extra-curricular activity during the suspension.

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 purchased 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.

High School Dances:

An organization may have one dance each year if an open date can be found. Insofar as possible, school dances shall be confined to Fridays, 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. Any student wanting to leave the dance early will have to contact a parent or guardian and have them personally talk to one of the sponsors before being allowed to leave. A breathalyzer test may be conducted with all students as a condition to entering the dance. A student may not bring a guest not enrolled in the district unless prior permission is given by the building principal. No students below 9th grade will be allowed to attend a high school dance as a guest, regardless of where they attend school.

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.

6th/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 Fridays, 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.

APPENDIX A

Accident Report Form

A student who has been injured on school property must fill out an accident form as soon as possible following the injury.

School Name:

Your Name:

Your Home Address:

Your Home Phone Number:

Social Security Number:

Date of Accident:

Time of Accident:

In your own words, describe what happened:

What physical problems are you experiencing as a result of this injury?

Did you report this injury to a school employee?

If not, why not?

Date Reported:	Employee's Name:
What were you doing at the time of the accident?	
Were there any witnesses?	If yes, who?
Did you go to the hospital/clinic?	
Address of hospital/clinic:	
Name of treating physician:	
Additional comments:	
Date:	Signature:

APPENDIX B:
MEDICATION GUIDELINES

1. The parent/guardian should administer the initial dose and observe the student for about 20 minutes.
2. Written permission from the physician or dentist should accompany all prescription medication to be administered. Over the counter drugs such as Tylenol, Midol, cough syrup, cough drops, inhalers, etc. may be self-administered through the office if the parents/guardian provide the medication. The permission form must be signed by the parent/guardian. The school administrator has the authority to deny the use of over-the-counter drugs. The letter/note from the parent must be kept on file until the end of the school year. Aspirin based medication is not recommended for students under 18 years of age.
3. The physician/parent permission form should be dated and should identify the medication, dosage, reason for the medication, time of day to be given, and anticipated number of days to be provided.
4. Any changes in medication or dosage will require a new permission form.
5. The official prescription container should accompany all medication. Two containers, one for home (if needed by the parents) and one for school should be requested from the pharmacist. Parents are to bring the medication to the school secretary or nurse.
6. Only oral or topical (medications for the skin) medications should be administered except in emergency or anticipated health crisis situations. Exceptions to this could be the administration of eye drops and ear drops. For extra-curricular activities the sponsor/coach is responsible for getting inhalers from the office and returning them to the office the next morning.
7. Registered nurses or physicians should be responsible for the overall administration of all medication in schools. Administration may be delegated to a licensed practical nurse or an unlicensed staff member after receipt of the medication, signed parent and physician forms and initial assessment of the student by the school nurse (if available).

8. An individual record should be kept of each medication administered. The record should include student identification, initial nursing assessment, physician prescribing medication and phone number, date prescribed, name of medication, time to be given at school, and anticipated number of days to be given, possible side effects, signature of person administering, identification of person if medication administration is delegated, a log of medication given and a section for comments.
9. All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration. A small locked container can be maintained in the refrigerator rather than locking the appliance itself.
10. Out-of-date stock should be picked up by a parent. Needles and syringes should be sealed in a puncture proof container and properly disposed of.

APPENDIX C

Permission for Medication

Name of Student:	
School:	Grade:
Teacher:	
Medication:	Dosage:
Date Started:	
Time of day medication is to be given:	
Date:	Signature of Physician

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription pursuant to parental written request to my student in accordance with written

instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date:

Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.