

HMS Student Handbook Changes – 2018-19

All dates of 2017-18 will be changed to 2018-19

HMS is a member of the Patriot League. The Patriot League includes: East Division – Ark City, Augusta, Circle, El Dorado, Haysville, Winfield; West Division – Clearwater, Haysville West, Mulvane, Prairie Hills, Rose Hill, Wellington. Information about our league can be found at www.patriotleague.org

This website is tentative; it has not been established at this time.

***Board of Education Member – Both Handbooks**

Mr. Jeremy Bennett
Mr. Glenn Crum
Mrs. Paige Crum
Mr. Greg Fenster
Mr. Tom Gibson
Mr. Forrest Hummel
Mr. Pat Lemmons
Mrs. Susan Walston

Announcements

Announcements are read daily **at the beginning of Guided Study**, ~~first thing in the morning, following the flag salute. Participation in the flag salute is not mandated, yet highly encouraged.~~

Assembly Conduct

Assemblies are presented during the year at times advantageous to the student body. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In keeping with good school spirit the following rules will be observed:

- Students will sit in groups as assigned by the teacher or administration.
- All students will enter and leave the auditorium promptly, ~~quietly, be seated and refrain from unnecessary noise.~~
- ~~Hand clapping is the only acceptable kind of applause.~~
- Courtesy and proper conduct must be maintained at all times.

Dress Code

- ~~Skirt or short length must extend to the fingertips.~~
- For safety and security reasons, students are to store jackets/coats and bags in their lockers. Backpacks, purses, handbags, **blankets** and jackets/coats are not to be carried or worn from class to class. **Exceptions may be made on an individual by individual basis.** ~~String packs will no longer be an acceptable practice at HMS.~~ Students are to utilize passing periods to store and retrieve needed classroom materials.

***Flag Salute - Participation in the flag salute is not mandated, yet highly encouraged. – Both Handbooks**

***Guided Study – Both Handbooks**

This period will be a block of 100 minutes built into the schedule in the middle of the day. The 100-minute block of time will be split into four 25 minute periods. Each child will have one period for Advisory, one period for Lunch, and two periods to be used for enrichment and/or intervention activities. The Study Skills curriculum will continue to be implemented during the Advisory period within this format.

~~The last period of each school day, a 37 (HAWK – 52) minute class period, has been established to give each student the opportunity to complete homework, tests, and/or receive help from a teacher prior to being released for the day. Students will be required to have a pass from a teacher if they are traveling to a different classroom during this time. A grade check will be done once a week on Monday in Guided Study to check on the students' academic achievement. Guided Study is also used to organize student portfolios.~~

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Health Services

The school health aide advises and assists the principal and teachers in planning and carrying on a school health program. The school nurse **DOES NOT** diagnose any condition.

Requirements to take over the counter (OTC) medications in school:

- An OTC medication form is completed and signed by the guardian.
- Medication is provided the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.
- Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

Aspirin and oral homeopathic medications will continue to require a physician order

She/he administers over the counter or prescribed medication in the original container, ~~ONLY with specific physicians' order and parents' written consent.~~ Medication forms are available in the health room or the physician's order may be faxed to the school. The health nurse plans, schedules, and assists with all school screening examinations she/he interprets and follows up on all matters pertaining to the health of the pupil.

	Start	Stop	Minutes
1st Hour	7:35:00 AM	8:20:00 AM	45
Passing	8:20:00 AM	8:23:00 AM	3
2nd Hour	8:23:00 AM	9:06:00 AM	43
Passing	9:06:00 AM	9:09:00 AM	3
3rd Hour	9:09:00 AM	9:52:00 AM	43
Passing	9:52:00 AM	9:55:00 AM	3
4th Hour	9:55:00 AM	10:38:00 AM	43
Passing	10:38:00 AM	10:42:00 AM	4
Advisory for All Students	10:42:00 AM	11:07:00 AM	25
Passing	11:07:00 AM	11:10:00 AM	3
6th Lunch - 7th/8th Enrichment-Intervention	11:10:00 AM	11:35:00 AM	25
Passing	11:35:00 AM	11:38:00 AM	3
7th Lunch - 6th/8th Enrichment-Intervention	11:38:00 AM	12:03:00 PM	25
Passing	12:03:00 PM	12:06:00 PM	3
8th Lunch - 6th/7th Enrichment-Intervention	12:06:00 PM	12:31:00 PM	25
Passing	12:31:00 PM	12:35:00 PM	4
9th Hour	12:35:00 PM	1:18:00 PM	43
Passing	1:18:00 PM	1:21:00 PM	3
10th Hour	1:21:00 PM	2:04:00 PM	43
Passing	2:04:00 PM	2:07:00 PM	3
11th Hour	2:07:00 PM	2:50:00 PM	43

ID Cards

It is required by administration that the student have their photo ID in their ~~possession~~ possession at all times during school hours. Student photo ID cards are used, to check out books from the media center, and as the student lunch card. **Lost, defaced, or destroyed student photo ID cards must be replaced at a charge of \$5.00 or 30 "Hawk Bucks" per card.** ID cards are required for admittance to all school activities. The student ID may be downloaded to a smartphone if the child has a valid working email address. This provision works in the same manner as the actual ID card. Labels for student agendas will

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be provided and distributed by staff for use in the event the student does not have their photo ID. Lost, defaced, or destroyed label must be replaced at a charge of \$1.00 per label. These labels can only be used with an intact agenda, and only in the media center and cafeteria. The use of the label in student handbooks is not an acceptable form of ID for school activity entrance.

***Medications at School – Both Handbooks**

Prescribed medication is given at school only upon written request from both the lawful custodian and the pupil's local attending physician or dentist. These written requests are required before administration of either short term or maintenance medications are initiated. Prescription medication that is being administered by the school must be in the original container, be properly labeled and be properly authorized by the written order of a licensed medical person. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by physician's orders and parental permission and a newly labeled pharmacy container.

Requirements to take over the counter (OTC) medications in school:

- An OTC medication form is completed and signed by the guardian.
- Medication is provided the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.
- Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

Aspirin and oral homeopathic medications will continue to require a physician order

No medications, including over-the-counter medications (e.g., aspirin, cough syrup, and cough drops) will be maintained on school premises except when prescribed. Over-the-counter medications shall not be supplied by school employees or kept in athletic areas. Deciding whether any drug is needed is a form of diagnosis, and dispensing medication is a form of treatment. Unauthorized administration of un-prescribed medications shall not be practiced by any school personnel including school nurses. As stated on all prescription medication labels, "Federal law prohibits the transfer of any prescription drug to any person other than the patient for which it was prescribed." ~~Requests to allow a student to possess and self-administer prescription medication can only occur through an official appeal to the Board of Education. Questions should be directed to the school nurse.~~

Permission to Possess and Self-Administer Medication:

To permit a student to carry and self-administer medication the following conditions must be met:

- A Request by Student to Possess and Self-Administer Medication form must be completed. The form must be signed by the parent and the physician.
- The medication must be in a protective manner that it cannot be accidentally left or forgotten. Should the medication be located or found outside of the student's possession the permission to carry medication may be revoked.
- Controlled medications are excluded and may never be carried by the student. If you are unsure if a medication is controlled contact your pharmacy or the health room.

Suspension and Expulsion: Kansas Law 72-8901 (summary)

- ~~Participation in any student strike, walkout and/or student demonstration will result in out-of-school suspension.~~
- Participation in any student strike, walkout and/or student demonstration will result in the appropriate BOE approved policy, and as directed by statute.