



*Mustang Handbook*

*2016-2017*

*“Every Day is a*

*GREAT Day*

*to be a*

*MUSTANG!!!”*

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Dear NCHS Students,

NCHS has a rich history and tradition that you are now a part of. We hope you come to school each day excited to learn and prepare for your future. Your journey toward excellence continues each day as you enter the doors of NCHS.

Our faculty and staff are here to assist you in reaching your highest potential. We are here to guide, facilitate, teach, and learn. Franklin D. Roosevelt said, *“The only limit to our realization of tomorrow will be our doubts of today.”* We invite all of our students and parents to join us as we strive for “Pride in Excellence.”

It is an exciting time to be a Mustang as phase four of our multi-year construction project comes to a close. Phase four gives us access to the newly renovated east and the south wings. The east wing includes our new culinary arts room, two computer labs, an Ag classroom, the driver’s education room, two new learning labs, four science labs, and many new classrooms. The south wing contains our new, state-of-the-art auditorium and a few classrooms. It is exciting to have these new learning spaces and we know you will enjoy them. Over the next year and a half we will continue to renovate and construct amazing new facilities to further enhance your educational opportunities. Phases five and six will consist of a renovated west wing, a new west wing, and a new gymnasium. Completion is anticipated to be January of 2018.

Please familiarize yourself with the rules and policies of the district and NCHS contained in the handbooks and Board policies. Simply put, most - if not all - of our school’s expectations are based upon doing your best, common courtesy, and respect for others. Margaret Thatcher said, *“ Disciplining yourself to do what you know is right and important, although difficult, is the highroad to pride, self-esteem, and personal satisfaction.”* We’re looking forward to a great school year as we all work to “Become the Best...” as we build on the rich history of success at NCHS.

Sincerely,

NCHS Administration

# Natrona County High School

❖ Every Child ❖ Every Chance ❖ Every Day ❖

“The NCHS community is committed to preparing responsible, lifelong learners who value themselves, contribute to their society, and succeed in a changing world.”

Pride  
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## ***Goal #1- Prepared Graduates***

100% of NCHS' students will graduate and be prepared for college and/or a highly skilled career as measured by graduation rate and the ACT suite (ACT and Aspire).

### **Key School-Wide Strategies**

- Develop and support high performing classrooms that have the capacity to prepare students for academic success.
- Focus on learner needs and address individual students through a tiered system of support.
- Continue to increase the graduation rate from the present level (80.37% in 2015).
- Continue to increase the daily attendance rate from present level (90.93% in 2015-16 SY)

## ***Goal #2- Safe, Healthy Students & Staff***

100% of NCHS' students and staff will be engaged in their work as indicated on the Gallup Engagement Survey.

### **Key School-Wide Strategies**

- Develop high-performing collaborative teams that are engaged in continuous improvement.
- Focus on learner needs and address individual students through a tiered system of support.

## ***Goal #3- Efficient & Effective operations***

NCHS will implement continuous school improvement as measured by the AdvancED process.

### **Key School-Wide Strategies**

- Implement PLCs school-wide to improve learning outcomes.
- Align Professional Development activities to identified areas of focus to improve learning outcomes.

**10th - 12th Grade Bell Schedule  
2016-2017**

<b>PERIOD</b>	<b>START</b>	<b>END</b>	<b>MINUTES</b>	<b>Passing</b>
0	7:05	8:15	70	0:05
A	8:20	9:42	82	0:07
B	9:49	11:08	79	0:07
<b>Mustang Connection</b>	<b>11:15</b>	<b>11:50</b>	<b>35</b>	
<b>Lunch</b>	<b>11:50</b>	<b>12:32</b>	<b>49</b>	
C	12:39	1:58	79	0:07
D	2:05	3:24	79	

**9th Grade Bell Schedule**

<b>PERIOD</b>	<b>START</b>	<b>END</b>	<b>MINUTES</b>	<b>Passing</b>
0	7:05	8:15	70	0:05
A	8:20	9:42	82	0:07
B	9:49	11:08	79	
<b>LUNCH</b>	<b>11:08</b>	<b>11:57</b>	<b>49</b>	
<b>Mustang Connection</b>	<b>11:57</b>	<b>12:32</b>	<b>35</b>	
C	12:39	1:58	79	0:07
D	2:05	3:24	79	

Zero hour will meet Tuesdays, Thursdays & Fridays/PLC's will meet on Mondays & Wednesdays 7:30 - 8:15

## **Administration**

Mrs. Shannon Harris, Principal  
Mr. Ron Estes Jr., Assistant Principal 9<sup>th</sup> Grade  
Mr. Christopher Dresang, Assistant Principal 10<sup>th</sup> Grade  
Mr. James Catlin, Assistant Principal 11<sup>th</sup> Grade  
Mr. Larry Meeboer, Assistant Principal/Activities Coordinator 12<sup>th</sup> Grade  
Mr. Mark Johnson, Administrative Manager

## **Counselors**

Lana Bolan ..... 9<sup>th</sup> Grade Students  
Missy Nack ..... 10<sup>th</sup> Grade Students  
Cari Langley ..... 11<sup>th</sup> Grade Students  
Jamie Freymuth ..... 12<sup>th</sup> Grade Students  
John O'Connor ..... College Selection Facilitator  
Marvin Birzer ..... IB/BOCES

## **Career Center Facilitator**

Kay Kurka

## **Academic Honor rolls – Calculated at Semesters (Minimum 5 Classes)**

Principal’s Honor Roll .....	4.00 GPA
Scholastic Honor Roll .....	3.50 - 3.99 GPA
Achievement Honor Roll .....	3.00 - 3.49 GPA

\*Student aide & Mustang Connections credits are not used in computing GPA or quality point accumulation.

### **Academic Honor Roll Celebrations**

Students who make any semester honor roll will be placed in a drawing for a prize in the Honor Roll Celebration to be held at the end of the semester.

### **International Baccalaureate Programme**

The International Baccalaureate Programme is a comprehensive, rigorous, two-year curriculum for highly motivated students in grades 11 and 12, resulting in an internationally acclaimed high school diploma that is recognized by universities world wide. IB students will be provided a balanced education facilitating and promoting international understanding and appreciation. Students completing this programme will have demonstrated a strong commitment to learning, and through this learning will acquire the skills and the discipline required to be successful in a highly competitive world. To be eligible for an IB Diploma, candidates are required to choose selected courses from each of the six subject groups. The Diploma candidate must also meet three additional requirements: the extended essay, the Theory of Knowledge course, and participate in the extracurricular Creativity, Action, and Service programs.

Students wishing to participate on a more limited basis may also enroll in select IB courses of their choosing.

### **Progress Reports**

Grade reports are issued to students every 4 1/2 weeks. They reflect only students’ progress in class and are not permanent grades. It is hoped that these grade reports will allow students to monitor progress in their classes. All grades and assignments are viewable through the Infinite Campus Parent and Student Portals. Semester grades are the only grades that remain on a student’s permanent academic record.

### **Schedule Changes-Withdraw Pass/Fail**

Class schedules are developed with information secured from student requests made during spring registration. Students are required to attend the classes they select at registration. Changes in a schedule will only be considered for the following reasons:

1. The student does not have a full schedule.
2. The student has not taken/passed the prerequisite course for a course listed on their schedule.
3. The student did not request the course on their schedule.
4. Changes in placement (i.e. I.E.P., 504) have occurred.

Parent/guardian, sending and receiving teachers, and administrative approval is required for all schedule changes.

### **Adding courses**

Appropriate new courses can be added during the first two weeks of each semester with the approval of parent/guardian, receiving teacher, and counselor.

### **Dropping Courses**

We expect students to enroll in and maintain a full class schedule. Students who carry fewer than 5 courses are ineligible for competitive events and are asked to sign a waiver acknowledging their understanding of this fact. This includes non-athletic competitions such as FFA, Band, Choir, Forensics, etc. This waiver is available in the counseling office.

### **Student Injuries**

The school district does not carry accidental injury insurance to cover students injured at school. Students who are not covered by family insurance are urged to purchase single student accident insurance. This insurance information is available to all students at registration verification or in the main office.

### **Visitors**

Individuals who are not students at Natrona County High School are not allowed to be on campus unless they receive a visitor's pass from a building administrator. All visitors should report to the office. Violators will be prosecuted under sections of the City Ordinance dealing with trespassing. Students are not allowed to bring guests to class, however parents are always welcome.

### **College Coach**

Many choices you make in high school affect your post-secondary educational opportunities. It is not too early to start planning. Your school counselor is invaluable as you make your plan. Another person who can help you is Mr. O'Connor, the NCSD College Coach. He conducts parent and student workshops as well as individual meetings to assist families in their preparation for college or other post-secondary education. Appointments may be scheduled by calling 253-1517.

### **Student Expectations**

The essential ingredients in the operation of our school are self-discipline and respect for one another. These are the attributes of a successful and positive learning community. Because it is important for students to know their rights and responsibilities, we have summarized policies that are especially important at NCHS in this section of our school handbook. A complete listing of the district policies and regulations affecting students can be found in the [Natrona County School District Student Discipline Handbook](#) can be found on our website at [natronacountyhs.org](http://natronacountyhs.org). It is the student's responsibility to know the contents of the student discipline handbook and to abide by policies and expectations.



## Assemblies

During the year various assemblies will be held. If you are unable to attend the assemblies because of religious or philosophical differences, you are required to clear your attendance with your assigned teacher and report to the media center for a supervised study period. Students who are not accounted for at either the assembly or media center will be considered truant.

### Attendance Policy (NCSD Policy 5120)

NCSD expects students to be present and participate in class every day. Absence from class has a substantial negative effect on academic performance, and is the single biggest predictor of a student's on-time graduation.

Five parent-excused absences are allowed per class each year. Examples:

- Vacations
- Family emergencies
- Bereavement
- Illnesses not requiring the care of a health care professional. In situations with extenuating circumstances, parents may petition the Principal for additional parent-excused absences.

After five unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal. If conditions of the intervention are not met and the student accrues an additional three unexcused absences, the student may lose credit. The grade-level principal has discretion to use additional intervention measures, including appeals from parents and students, to encourage continued class attendance and allow the student to regain course credit.

School-related absences will not count against the student, nor will medical absences that are excused by a health care professional.

Definitions:

- **Attendance** – being on time to class, and being in class the entire time.
- **Truant** – not being present and on time to class, or not being in class the entire time.
- **School-related absences** – any absence as a result of athletics, activities, field trips or other academically-related functions.
- **Parent-excused absences** – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. **Limited to five absences in any one class.**
- **Non-School activity absences**- Parents may also excuse their students for organized sports and activities not offered by the District provided the student's grades satisfy the same criteria for eligibility as a school-sanctioned activity. This would not count against the five parent-discretionary absences.
- **Unexcused absences** – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)

**If you miss school and your absence is EXCUSED:**

1. You can make up the assignment for that day for full credit. For each day you missed you will have 48 hours from the time of your return in which to complete the work.
2. You may be able to make up your participation points within the same time frame.
3. It is YOUR responsibility to approach the teacher at an appropriate time (not interrupting a class in session) to obtain your make-up work.

**If you miss school and your absence is UNEXCUSED:**

1. You will miss the participation points for the class that day.
2. No credit will be issued for any assignment/test that was given or due on that day.
3. You may make up the work missed in the class, participation or any other assignment so you will be prepared to master the curriculum. However, you will receive NO CREDIT on that make up work.
4. It is YOUR responsibility to approach the teacher at an appropriate time (not interrupting a class in session) to obtain your make up work. This must be done within 48 hours of your return.

**Some other important things you need to know are the following:**

1. You have 48 hours (2 school days) from the day you return to have your absence excused. If your absence is not excused within 48 hours, it will remain an unexcused absence, and you will lose participation points and any other points assigned in class that day. This is the student's responsibility!
2. If you are present when an assignment is given and are absent before or on the due date, the assignment is still due on the given date or upon your return to school. You do not get additional time to make up assignments previously scheduled. However, you will receive additional time to make up work that was assigned during your absence. (For example, if you were absent on a Friday when a test was scheduled or an assignment was due, the test/ assignment needs to be made up/handed in on Monday when you return.)
3. If you leave during the school day, you must check out with the attendance office when leaving the building and check in with them when you return. This is important because the school is responsible for your safety during school hours! **If you do not check out of the building, regardless of the reason, your absence will be unexcused.**
4. You may be counted absent if you are late for class.
5. The teacher reserves the right to give an alternative assignment for your absence.
6. Students planning on being absent for personal reasons may be permitted to obtain work in advance. Such student requests must be made far enough in advance to allow the teacher enough time to prepare assignments and for the students to complete assignments prior to the absence.
7. The school reserves the right to accept requests for excused absences.

## **The Campus**

Rules and regulations including tobacco usage, truancy and litter of Natrona County High School extend to all areas around the campus including both sides of the streets and alleys adjacent to the campus. Students who cause problems or difficulties in the surrounding neighborhoods may face disciplinary action and legal charges from city officials. Please strive to be a good neighbor to those living around our campus by picking up your trash and driving responsibly.

## **Cell Phones**

Cell phones may be used before and after school, during passing periods, and during lunch times. Students are expected to keep cell phones in pockets or backpacks during class time, turned off. Unauthorized use may result in confiscation. Please refer to NCS policy 5376 for the entire policy.

## **Code of Conduct**

NCHS students represent our school and community and are expected to maintain the highest of standards. Students participating in school activities or athletics will abide by the Code of Conduct Policy 5370, which governs behavior and expectations in school and in the community. Copies of this policy are available upon request from the Activity Office. The code of conduct applies to students in activities for the entire school year.

## **Visiting Other School Campuses**

Students may not be on any other school's campus during the school day. This includes during the lunch hour. You may not attempt to visit one of your former teachers at another school during the school day. Violations of this will result in disciplinary actions.

## **Dress and Appearance**

NCSD Board of Trustees has established policy 5375 regarding a district-wide student dress code; therefore, NCHS is committed to enforcing this policy.

- Any shirt or blouse will cover the back, top of shoulders, and stomach. Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.
- Shorts and skirts must be no shorter than mid-thigh.
- All pants, shorts, and skirts must be worn no lower than the hips with no sagging or undergarments showing.
- Hats, caps, bandannas, sweatbands, sunglasses, chains (including wallet chains), dog collars, and sharp objects are not to be worn in school.
- Appropriate shoes must be worn at all times. Slippers are not allowed.
- No sleepwear is allowed.
- Clothing or personal items that are racist, sexist, promote drugs/alcohol/tobacco/gangs, or vulgar in interpretation are not allowed.
- Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind.

(See district handbook for more detailed information on Dress Policy)

## **Dress Policy Enforcement**

In general, dress as you would if you worked with the public. Teachers determine the classroom atmosphere, and if student appearance interrupts the learning process, the teacher has the right to ask students to change clothes or report to the office. Students whose dress and appearance do not conform to these standards will be referred to the office for disciplinary action. The student will be warned by the principal or her designee and advised as to what adjustments must be made. If the student fails to remedy the problem, the parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or the activity involved until the student corrects the situation. Students may be suspended for serious or repeated violations that disrupt the learning process.

## **School Dances**

School dances at NCHS are open only to NCHS students who are in good standing in their academics, behavior, and attendance. Students wishing to bring a student from another high school or a graduate must have special permission from an administrator, and their guest must meet the same criteria. Students will be respectful and appropriate in attire and dancing styles.

## **Fighting/Mediation**

At NCHS we want everyone to feel respected and valued. As a result, there is zero tolerance for fighting. If fighting occurs, law enforcement will be contacted, suspension will result, and a parental conference to re-enter school will be required. In extreme circumstances, students may be recommended for expulsion.

Solving problems with nonviolent methods is an important skill to use throughout life, and is used daily at NCHS. Members of the faculty and staff are available to help negotiate situations that could become violent, or have the potential to escalate. Students are expected to ask for help or to report dangerous situations, or situations that could become dangerous.

## **Bullying/Harassment Policy**

Wyoming State Statute {*See* W.S. § 21-4-313, 314 (2009)} and NCS D Policy 5440 address bullying in schools. Bullying or harassing students will not be tolerated. If this is happening to you or someone you know, please contact a teacher, counselor, administrator, or any adult. For the complete policy please refer to the district handbook.

Bullying is defined as, but not limited to, threats, hazing, harassment, intimidation, menacing, cyber bullying, “sexting” or bullying behavior against an NCS D student or students participating in functions sponsored by the District (“student participants”). Complaints of bullying may be made to any adult member of the staff. All complaints of bullying or harassment of any kind will be investigated. A complete description can be found in the [Natrona County School District Student Discipline and Conduct Handbook](#).

## **Honor Code**

Our district’s mission statement encourages good citizenship and teaching students life skills that will allow them to act as responsible citizens. We expect honesty by all our students. Cheating is not acceptable at NCHS and will result in disciplinary action and potential loss of credit on the assignment or assessment.

## **Identification Card**

There is a \$10 student ID/registration fee for identification cards, which are issued to all NCHS students. Please carry this card with you during school hours and during activities. Student IDs are required for library access, library checkout, and at school activities. To further ensure the safety of our students, you may be asked to show your Student ID to campus supervisors and other staff members to verify your enrollment.

## **Open Campus—10<sup>th</sup>-12<sup>th</sup> Grade**

Natrona County High School has an open campus for 10<sup>th</sup>-12<sup>th</sup> grade students. Students who leave campus and loiter, litter, or cause property damage in the neighborhood, or who are tardy or truant from their afternoon classes may lose open campus privileges and/or receive other disciplinary measures. Continued violation of open campus policy may result in suspension and/or expulsion from school.

## **Closed Campus—9<sup>th</sup> Grade**

Campus is closed for 9<sup>th</sup> grade students, including lunch. Freshmen are required to remain on campus all day unless excused by parents/guardian.

## **Parking**

Any student parking in the NCHS student parking lot during the school day must have a current parking permit displayed in their vehicle window. Permits can be purchased at verification for \$10, on a first come-first serve basis, with seniors being given priority. The student parking lot is located south of the staff parking lot, between Oak and Spruce Streets.

Students purchasing a permit will register the license plate number(s) of any vehicle(s) they will drive to school at verification or when they begin to drive. Parking lots are the property of the school and vehicles parked in the lots are subject to the same search policies as lockers and other school property. Vehicles parked on campus without a permit may be ticketed, towed, or booted. Additionally, drivers parked inappropriately in reserved parking areas indicated by signs (including faculty, staff, handicapped, and visitor parking) will be subject to disciplinary action. Cars impeding the flow of traffic, or improperly parked on school property, may be towed at owner's expense.

Students must observe the following parking lot rules:

1. Have a properly displayed current parking permit.
2. Vehicles must be parked between parallel yellow lines.
3. No double-parking, parking on sidewalks, lawn, concrete medians, or in alleys.
4. No loitering in the parking areas.
5. Drive and operate your vehicle in a safe manner.

Failure to comply with the above rules may result in a \$25.00 fine, work detail, loss of parking privileges and/or other disciplinary measures. Consequences may be increased for repeat offenders.

## **Restricted Parking**

Neighborhoods around NCHS have areas that have been designated with signs as restricted parking areas by the City of Casper. Only neighborhood residents are allowed permits in these areas. If you are ticketed when parked in these areas, **you will be assessed a \$50 fine by the City.** Please be aware of any signs in the area where you are parking.

## **Sexual Harassment**

Sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment may include the following: verbal harassment, including derogatory comments or name-calling, physical harassment or interference with movement, or visual harassment such as derogatory cartoons, drawings or posters. Complaints of sexual harassment may be made to any adult member of the staff. All complaints of sexual harassment or harassment of any kind will be investigated. A complete description can be found in the [Natrona County School District Student Discipline and Conduct Handbook](#).

## **Safe School Suspension Lab**

Students who are suspended from school for more than one day may be required to attend the SSSL (Safe Schools Suspension Lab) located behind Frontier Middle School. Assignments from NCHS teachers will be provided there. If a student refuses to attend this program, no credit will be issued for the assignments missed, and the absences will not be excused.

## **NCHS Library**

The library staff is here to help you. We have expanded hours in order for students to have more time to complete projects. We look forward to seeing you at the NCHS library!

Monday-Thursday    7:00 a.m. - 5:00 p.m.

Friday                    7:00 a.m. - 3:30 p.m.

This schedule will remain in effect throughout the year unless the school day is shortened, or it is the day preceding a holiday.

During class time, all students must present passes before entering the library unless they are with a class. Most library materials may be checked out for three weeks and can be renewed. It is not necessary to bring the items to the library to renew them. It is important that materials do not become overdue. A fee of .25 per day will be charged for all overdue books; however, late fees for equipment and textbooks are higher. Replacement charges are assessed for lost or damaged materials.

## Acceptable Use Policy

All users at NCHS are required to follow the Acceptable Use Policy (AUP) of the School District. It is a privilege for all NCHS students to be issued a district-owned iPad. These devices are valuable tools to be used by students to enrich course objectives and to complete assignments. Their primary use is for academics. A secondary use may be for students' personal email, social networking, and downloading music. However, the school reserves the right to take possession of an electronic device at any time without prior notice. Students should not use their electronic device inappropriately nor visit sites that are inappropriate. Students who are found to have inappropriate material on them will lose their privileges for the school year. If in doubt about what is deemed inappropriate, ask a teacher or administrator. Each student and his/her parent/guardian will sign an AUP. Please read this agreement very carefully because students and guardians will **be financially responsible for damage, loss or negligence** in the care and use of each device.

**Parent/Guardian and Student Agreement  
For Loan of Natrona County School District (NCSD) Electronic Device  
2016-17 School Year**

**Parent(s)/Guardian Agreement**

I am the parent/guardian of a Natrona County School District student who is being loaned an electronic device by NCSD for the current school year. Should my student have 10 or more consecutive absences, or within 10 days of the last day of school, whichever is earlier (the "Return Date"), I agree to immediately return the device and its accessories to school authorities in their original condition (good and fully operable). Upon the return of the device, I agree to keep the return receipt I will receive. *If damages or loss of the device and accessories occur, I acknowledge and agree that I may be sued in civil court. I understand that if I do not return the device and its accessories as agreed in this document, or if I cannot produce the return receipt, criminal charges and/or civil legal actions may result.* NCSD has the right to demand immediate return of the device and its accessories to NCSD at any time. Failure to return the device to NCSD upon demand may result in civil and/or criminal penalties under the laws of the State of Wyoming.

**Student Agreement**

I am a Natrona County School District student who is being loaned an electronic device by NCSD for the current school year. I agree to return the electronic device and its accessories in their original condition (good and fully operable), to school authorities should I have 10 or more consistent absences or within 10 days of the last day of school, whichever is earlier (the "Return Date"). Upon the return of the electronic device, I agree to keep the return receipt I will receive. *If damages or loss of the electronic device and accessories occur, I acknowledge and agree that I may be sued in civil court. I understand that if I do not return the electronic device and its accessories as agreed in this document, or if I cannot produce the return receipt, criminal charges and/or civil legal actions may result.* NCSD has the right to demand immediate return of the electronic device and its accessories to NCSD at any time. Failure to return the electronic device to NCSD upon demand may result in civil and/or criminal penalties under the laws of the State of Wyoming.

**Parent(s)/Guardian and Student**

We understand and agree that in exchange for the loan of the electronic device for educational purposes, it is our responsibility to take the best possible care of the electronic device loaned to this student by the Natrona County School District (NCSD) and to return the device and all accessories on time and in good, fully operable condition. *By signing this agreement, we accept the obligation to pay for the full repair/replacement cost within 10 days of notice each time that this student's NCSD electronic device is lost, stolen, damaged or destroyed. If an electronic device is lost or stolen, we agree to make a police report within 24 hours to activate the investigation.* This report may be made at the Safe Schools or Security Office during school hours, or at the Casper Police Department over holidays or extended breaks. We understand and agree that refusal to sign this agreement may result in the student not being able to take the electronic device home, although the student may have restricted use within the school. By signing this agreement, we acknowledge that both parent/guardian and student have completed the online training at [natronaschools.org](http://natronaschools.org).

**ADDITIONAL NOTICE ABOUT FINANCIAL RESPONSIBILITY AND OTHER LEGAL ISSUES INCLUDING CRIMINAL PENALTIES.** For purposes of these notices, 'you' and 'your', refer to the person(s) who sign this Agreement. Your signature on the *Parent/Guardian and Student Agreement For Loan of Natrona County School District (NCSD) Electronic device* constitutes your acknowledgement that you have read and understood each of the following notices: **You are responsible for loss of or damage to the electronic device even if someone else is at fault or the cause is unknown.** You are responsible for the cost of repair or full cost of replacement up to the value of the electronic device. Your Return Date is the date agreed upon in the Parent(s)/Guardian Agreement and the Student Agreement, above. If you wish to extend the period beyond the return date shown, you must go to an NCSD facility and obtain a new Agreement. Extensions are not automatic and may be refused by NCSD at its sole discretion. In addition, any extension is subject to availability. **YOU ARE HEREBY NOTIFIED THAT failure to return the electronic device and all accessories to NCSD by the Return Date or upon demand by NCSD, whichever is earlier, may cause NCSD to file a report with law enforcement officials. You may be subject to arrest, prosecution, and to civil and criminal penalties under the laws of the state of Wyoming. YOU ARE FURTHER NOTIFIED THAT NCSD shall have the right to make periodic checks on the location and condition of the electronic device and its accessories. If NCSD determines in its sole discretion that the electronic device is missing or is not in the student's possession, or is not returned to NCSD on demand, NCSD shall have the right, without further notice to you, to file a report with law enforcement officials. You may be subject to arrest, prosecution, and/or to civil and criminal penalties under the laws of the State of Wyoming.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



## *NCHS Instructional Technology Acceptable Use Agreement*

The purpose of the Natrona County School District's 1:1 Digital Learning initiative is to increase student learning of 21<sup>st</sup> Century Skills and the Wyoming Content and Performance Standards, through continuous use and integration of technology across learning environments including school, home, and community. To achieve this, the NCHS is providing iPads for all students in grades 9-12.

### **Terms**

Students will comply at all times with the NCSD' Electronic Device Agreement. Failure to comply may terminate student's rights of possession, effective immediately, and the school may repossess the iPad. Any lost, stolen, or damaged iPads must be reported to school authorities immediately.

NCSD has legal title to the property at all times. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement. Students will be required to read and comply with the NCSD' Internet Use Agreement.

Teachers and staff may also set additional requirements for use within classrooms, lunchrooms, etc. NCSD reserves the right to confiscate and search an iPad to ensure compliance with the Internet Use Agreement and/or the Student Agreement For Loan of Natrona County School District (NCSD) Electronic Device.

### **Loss, Theft or Damage**

Should an iPad be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. If an iPad is stolen the student/guardian should file a police report as soon as possible. If the iPad is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

In the event of a lost or stolen iPad a police report will be filed and NCSD may deploy location software to aid in recovering the iPad. Students who are no longer enrolled in NCSD must return the iPad, along with any other accessories, at the time they leave. If the student does not return the iPad, and the device will be considered stolen.

### **Monitoring and Supervision**

- Do not leave the iPad unattended in an unlocked classroom or during an extracurricular activity.
- Any attempt to "jailbreak" or remove the MDM profile may result in loss of privilege and/or suspension.
- Internet filtering is provided as a safeguard. Attempting to by-pass the Internet filter or MDM is prohibited.
- Students are responsible for the safety and security of the iPad and any activity on the device.
- The district may disable the iPad remotely to protect the device and/or data on the device.

### **Transport**

- Do not leave the iPad in a vehicle for extended periods of time or overnight.
- Do not leave the iPad in visible sight when left in a vehicle.

## Content

Applications (Apps) will be downloaded (synced) at school. School owned devices may be synced to a student's personal computer, however, in the event the device runs out of memory, all such personal content will be subject to deletion to make room for required instructional content. Likewise, students may also load apps that are not part of the required instructional program, however, in the event the device runs out of memory, all such apps and content will be subject to deletion. NCSD will not be liable for lost or erased personal data or content. Apps or content purchased, downloaded, or created by the student are not the responsibility of the district. NCSD reserves the right to restrict apps or other content from being installed onto the device.

## Mobile Technology Precautions

- Keep your iPad in the district-issued or approved case at all times.
- Keep iPads free of any writing, drawing, stickers, or labels that are not applied by NCSD.
- Do not set books on the iPad.
- Do not have food or drinks around the iPad.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Students should not photograph any other person without that persons' consent. Respect the privacy of others.
- The iPad is subject to routine monitoring by NCSD. Upon request of any NCSD staff member, a student must immediately surrender their device.

## Cyber Bullying

The highest level of **Digital Citizenship** is expected from each student. Electronic devices and network access will be available to students who adhere to the strict level of Digital Citizenship. NCSD policy, 5730 & 5440, strictly prohibits cyber bullying. Cyber-bullying is bullying through the use of technology or any electronic means. State law prohibits bullying.

Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

“Written” acts include, but are not limited to handwriting or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

A “school” as defined in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the children. ( WY Stat § 21-4-313)

**Students using school issued electronic devices or the district network to participate in Cyber Bullying may lose possession and access to both the device and the network. Students who engage in cyber bullying, harassment or intimidation shall be subject to disciplinary action, up to and including suspension or expulsion.**

### **Student Responsibilities**

- Find my iPad must be turned on at all times.
- NCSD is not responsible for the loss of any personal files that may be deleted from an iPad.
- In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil.
- Students are responsible for home Internet connections. The school will **not** provide support for home Internet or networks.

### **Maintaining and Safeguarding**

- iPad batteries are required to be charged and be ready to use in school.
- Memory space is limited. Academic content takes precedence over personal files and apps.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest staff member.

### **Prohibited Use of the iPad**

- Accessing or Posting Inappropriate Materials – All material on the iPad must adhere to the NCSD Internet Use Agreement Policy & the Student Technology Agreement. Students are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Cameras – students must use good judgment when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos; nor will it be used to embarrass anyone in any way. ***Any use of camera in restrooms or locker rooms, regardless of intent, will be reported to the School Resource Officer.***
- It is illegal for students to transmit or possess pornographic images of themselves or other students.
- Any student caught trying to gain access to another student’s accounts, files, or data will be subject to disciplinary action.
- Malicious Use/Vandalism – any attempt to destroy hardware, software, or data will be subject to disciplinary action.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary actions.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Student Pledge**

(Please put your initials on the line after each statement once you have read it. Your initials on the line signify you are in agreement).

1. I will take care of my iPad. I understand that I will be issued the same mobile device each year. \_\_\_\_\_
2. I will never leave my iPad unattended or in an unsecure location. \_\_\_\_\_
3. I will never loan out my iPad to other individuals. \_\_\_\_\_
4. I will know where my iPad is at all times. \_\_\_\_\_
5. I will charge my iPad daily. \_\_\_\_\_
6. I will keep food and beverages away from my iPad since they may cause damage to the iPad. \_\_\_\_\_
7. I will not disassemble any part of my iPad or attempt any repairs. \_\_\_\_\_
8. I will protect my iPad by using the district-approved case at all times. \_\_\_\_\_
9. I will use my iPad in ways that are appropriate and educational. \_\_\_\_\_
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. \_\_\_\_\_
11. I can decorate the iPad **case**, above the identification label, with appropriate stickers, markers, etc. \_\_\_\_\_
12. I understand my iPad is subject to inspection at anytime, without notice, and remains the property of NCSD.  
\_\_\_\_\_
13. I will not “Jailbreak” or attempt to alter the operating system in any way. \_\_\_\_\_
14. I will follow the policies outlined in the Internet Use & Student Technology Agreements at all times. \_\_\_\_\_
15. I will file a police report if my iPad is stolen. \_\_\_\_\_
16. I will be responsible for all intentional damage. \_\_\_\_\_
17. I agree to pay for the replacement of my power cords, charger, and case in the event any of these items are damaged, lost, or stolen. \_\_\_\_\_
18. I will “Backup” my iPad’s content by turning on the Backup option in my iPad Settings.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Lockers**

Lockers are the property of the school and the school reserves the right to enter a locker at any time to inspect the contents. Any damage to the locker will be the responsibility of the student. Do not leave valuables in your lockers since the school cannot assume responsibility for lost articles. This is especially true in the locker rooms. Please do not bring valuables or expensive items to school. Do not give your locker combination to other students or share your locker with another student. Lockers will only be automatically assigned to incoming freshmen. If sophomores, juniors or seniors would like to be issued a locker, they may request one in the counseling office.

## **Activity Eligibility**

Activity eligibility for students is determined both by the Wyoming High School Activities Association and the Natrona County School District #1. The following eligibility provisions are in effect: Quarter grades are used for NCSD #1 eligibility; semester grades are used for WHSAA eligibility.

## **NCHS**

1. To be eligible to participate in activities sanctioned by the WHSAA and others designated by the Natrona County School District, a student must maintain a “C” average in at least five (5) subjects. The five subjects cannot include teacher’s aide, study hall or any class that counts for less than 1/2 credit.
2. A student must not fail more than one subject in order to maintain eligibility, regardless of the number of subjects taken.
3. Grade averages for students in activities will be checked at each midterm (approximately 4 ½ weeks) and at the end of each nine-week grading period.
4. A student who does not maintain a “c” average in 5 classes, or who is failing more than one subject at the midterm check, will be ineligible until the deficiencies are corrected and the “c” average is achieved.
5. If the deficiencies are not corrected by the end of the nine-week grading period, the student will be ineligible for another 4 1/2 weeks until the next GPA check.
6. A Student may practice while ineligible with the permission of the sponsor or coach, but may not compete or travel under school auspices to a competition.
7. Special Education students will be expected to meet the same activity eligibility requirements as regular education students since each student, through child study committee action, is placed into an individual education program that is designed for academic success.
8. Credit earned in summer school may be used to meet the Natrona County School District’s minimum requirement.

## **WHSAA**

1. WHSAA requires that all students pass a minimum of five subjects in order to compete in WHSAA sanctioned activities (Teacher aide & Mustang Connections are not included). Failure to meet this standard will mean ineligibility for the entire upcoming semester.
2. Summer school credit cannot be used to meet the WHSAA five subject minimum requirements.

## **NCAA Athletic Eligibility**

All students planning to enroll in college as a freshman and wanting to participate in Division I or Division II athletics must be certified by the NCAA Eligibility Center (formerly called the NCAA Clearinghouse). For further information go to : [www.eligibilitycenter.org](http://www.eligibilitycenter.org) The Eligibility Center was established to ensure

consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions. It is the responsibility of the prospective student athlete to make sure the Eligibility Center has the documents it needs to certify his/her eligibility. New requirements for 2016 graduates are outlined at [www.2point3.org](http://www.2point3.org)

## **NAIA Athletic Eligibility**

The NAIA Eligibility Center is responsible for determining the NAIA eligibility of first-time student athletes. Any student playing NAIA sports for the first time must meet the eligibility requirements. More information can be found at : [www.playnaia.org](http://www.playnaia.org) Students must have their eligibility determined by the NAIA Eligibility Center, and all NAIA schools are bound by the center's decisions. High school seniors who wish to participate at an NAIA school need to register at [www.playnaia.org](http://www.playnaia.org). NJCAA - [www.njcaa.org](http://www.njcaa.org) The purpose of this corporation shall be to promote and foster junior college athletics on intersectional and national levels so that results will be consistent with the total educational program of its members. Students are responsible to communicate with their coach and counselor.

### **General**

1. Poor conduct or inappropriate behavior, as determined by the school administration shall be grounds for ineligibility. This statement pertains to general conduct, not just the particular activity in which the student is involved.
2. Any student truant on the day of an activity may be withheld from participation in that activity. Students who do not attend at least three (3) class periods on the day they wish to participate in an activity may not participate in that activity. Unusual circumstances may be appealed to administrator.
3. Extenuating circumstances may be appealed to the building principal.

### **Audience/Spectator Decorum**

The following Wyoming High School Activities Association rules apply for all school events.

- 4.3.1. Noisemakers (air horns, cowbells, etc.) are not allowed indoors.
- 4.3.4. Noise that is created by fans or participants that would interfere with the competition is prohibited.
- 4.3.5. Pep posters are not permitted inside the playing area at district/regional and state indoor events. Only signs made of non-rigid materials, such as cloth and paper are permitted. Signs must be small enough for one person to hold.

### **School Spirit**

School spirit is demonstrated in three ways:

1. Courtesy toward fellow students, teachers, visitors and officials.
2. Pride in everything our school sets out to accomplish and has accomplished.
3. Sportsmanship - the ability to win and lose gracefully.

## **NCHS SCHOOL SONG**

All hail,  
To Casper High School,  
N. C. H. S.

Hail to our Casper  
Hail, hail, hail, hail,  
Hail to Casper  
Dear old Casper

Hail, to Casper High School  
Always on top,

We'll yell for Casper High  
And never stop.

# NATRONA

COUNTY SCHOOLS

## Acknowledgement of Receipt Parent/Student Handbook

I have received and reviewed the Natrona County School District Student/Parent Handbook. I agree to follow the handbook rules. I understand that my failure to follow the handbook rules may result in consequences or disciplinary action

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Printed Name

Grade

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Student Signature

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Date

I have received and reviewed the Natrona County School District Student/Parent Handbook. I understand that the handbook rules apply to my student and that s/he must follow them. I understand that my student's failure to follow the handbook rules may result in consequences or disciplinary action.

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Printed Name

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Parent Signature

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Date

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Date Received by School



2016-2017  
Academic Calendar

# NCHS

August 3, 2016

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- August 17- New teachers report
- August 18- Verification Grades 10,11 & 12
- August 19- Verification 9th grade & 10-12 makeup
- August 24- All teachers back/trade 8/24 for June 12, 2017
- August 26- Back to School BBQ 5-7 pm
- August 31- Classes begin/orange day
- September 5- Labor day/no school/offices closed
- September 13- Back to School Curriculum Night 6-8:30 pm/Auditorium
- September 30- 1st quarter progress grades due
- October 31- End of 1st quarter/grades due
- November 1- Prof Development/no school
- November 10 - Fall Parent/Teacher Conferences 4-7:30 pm
- November 19 - Football Ball
- November 23-25 Thanksgiving break/no school/offices closed
- December 7 - 2nd quarter progress grades due
- December 21/Jan 3 - Winter break/no school
- December 23, 26 and Jan 2 - District holidays/offices closed
- January 4 Classes resume/black day
- January 12 - Freshman Open House 5:30 - 7:30 pm
- January 16 - Equality day/no school/offices closed
- January 20 - End of 1st semester/grades due
- January 23 - Beginning of 2nd semester
- January 27 & 28 - Mustang Classic
- February 17 - Prof development/no school
- February 20 - President's Day/no school, offices closed
- February 22 - 3rd quarter progress grades due
- March 24 - 3rd quarter ends/grades due
- March 27/31 - Spring Break/no school
- April 6 - Spring Parent/Teacher Conferences 4-7:30 pm
- April 14 - Good Friday/no school, offices closed
- April 18 - Testing Day
- April 22 - Military Ball @ Parkway
- April 29 - Prom in Commons 9-12
- May 3 - 4th quarter progress grades due
- May 19 - Senior semester 2 grades due
- May 22 - Senior Awards 7:00 pm
- May 23 - Seniors last day/BBQ
- May 28 - NCHS Graduation 7:00 pm
- May 29 - Memorial Day/no school, offices closed
- June 6 - Last day of school/2nd semester ends
- June 7 - Last day for teachers /2nd Semester Grades Due

Grades due	No school	Class	PDD/no school
	Offices closed	Class	Weekend