

**W
J
S
H
S**



PANTHERS

**PARENT / STUDENT
HANDBOOK**



2011 ~ 2012

Dear Students,

Welcome to a new school year at Wright Junior/Senior High School. I look forward to the opportunity to participate in your education. The Junior High and High School faculty and staff are dedicated to providing you with the necessary skills and experiences needed to be successful in the world of today and tomorrow.

As a student of WJSHS, you should understand that you are very important. You offer something special and unique to our school. Our success depends on you. Your attitude and actions will determine our accomplishments.

This handbook has been prepared especially for you. It is intended to help you become acquainted with rules and procedures of the school. You are responsible for its contents. If you have questions regarding any information found in the handbook, please ask a teacher or myself for clarification.

As a student at WJSHS, you will be held to high standards. You will be accountable for your actions, both academically and socially.

1. *Academic Accountability:* You are responsible for coming to each class prepared and willing to learn. Homework assignments will be submitted on time and complete with a high degree of quality. Attendance will be regular. Failure to comply will result in disciplinary consequences and a loss of privileges.
2. *Social Accountability:* You have responsibilities and obligations to practice good citizenship toward your fellow classmates, teachers, and community members. You will show respect to others at all times. You should treat others as you want to be treated. Physical or verbal acts that threaten the safety or well-being of property or persons including harassment and intimidation will not be tolerated.

This year will be filled with many good times. We encourage you to enjoy your friends and do your best at all times. If you ever have a question or concern, please stop in the office anytime. My door is always open for you.

Hal C. Johnson

CAMPBELL COUNTY SCHOOL DISTRICT
PARENT/STUDENT HANDBOOK
TABLE OF CONTENTS

I. NOTIFICATION OF RIGHTS

NOTICE.....3
NONDISCRIMINATION STATEMENTS.....3
NOTICE OF RIGHTS: SECTION 504 OF THE REHABILITATION ACT OF 19733
NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS
AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY SCHOOLS4
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR
DIRECTORY INFORMATION.....5
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS
AMENDMENT (PPRA).....6
PARENTS’ “RIGHT TO KNOW” UNDER THE NO CHILD LEFT BEHIND ACT.....8
PERSISTENTLY DANGEROUS SCHOOL8
CHILD ABUSE8
CHILD FIND11

II. MEDICAL

STUDENT HEALTH12
COMMUNICABLE DISEASES, IMMUNIZATIONS, AND THROAT CULTURES.....16

III. ATTENDANCE

ENTRANCE AGE.....20
STUDENT ATTENDANCE K-1220

IV. DISCIPLINE/BEHAVIOR

STUDENT BULLYING.....23
STUDENT SEXUAL HARASSMENT28
STUDENT APPEARANCE31
INDIVIDUAL AND GROUP CONDUCT33
CONDUCT OF CLASSROOMS34
STUDENT SUSPENSION34
ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES35
WEAPONS38

V. INSTRUCTIONAL

GRADING AND REPORTING STUDENT PROGRESS.....39
HOMEWORK.....42
STUDENT RETENTION AND PROMOTION43

VI. MISCELLANEOUS

EMERGENCY PREPAREDNESS44
CRISIS MANAGEMENT45
EMERGENCY SCHOOL DISMISSAL.....46
SCHOOL MEAL PROGRAMS47
SCHOOL LUNCH – JUNIOR HIGH SCHOOLS47
UNUSED SCHOOL LUNCH CREDIT48

VII. TECHNOLOGY

TECHNOLOGY: SECURITY, SHARING OF RESOURCES, INTERNET
ACCEPTABLE USE48
STUDENT USE OF ELECTRONIC AND RECORDING DEVICES52

VIII. ADDITIONAL DISTRICT INFORMATION

TITLE III, ENGLISH LEARNERS (ELs), AND TRANSLATION SERVICES53
DISCIPLINE54
ATTENDANCE AREAS54
CLUSTER SCHOOL PRIORITY GUIDELINES54
EXTREME WEATHER CONDITIONS/SCHOOL CLOSURE/EMERGENCIES55
SPECIAL DIETS AND MEAL PRICES55
NOTIFICATION OF ASBESTOS INSPECTIONS56
SCHOOL SAFETY TIP LINE56
SECURITY DEVICES56
HATHAWAY SCHOLARSHIP PROGRAM56

IX. BUILDING INFORMATION (ATTACHED)

I. NOTIFICATION OF RIGHTS

NOTICE

The language used in this Handbook is neither intended to create, nor to be construed to constitute a contract between Campbell County School District Number One, State of Wyoming (“the District”) and any one or all of its students, parents or legal guardians of students. This Handbook is intended as a guide to inform and provide notice to students, parents and legal guardians of policies and procedures of the District. There are no promises, express or implied, for specific educational achievement or outcome. The provisions of this Handbook may only be modified according to established procedures of the District. The District retains the absolute right to change the contents of the Handbook as it deems necessary, with or without notice.

NONDISCRIMINATION STATEMENT

“Campbell County School District does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Section 504 of the Rehabilitation Act of 1973 may be referred to Nanci Koch, Campbell County School District, P.O. Box 3033, Gillette, Wyoming 82717, (307) 686-1912, Extension 317. Inquiries concerning Title VI, Title IX, or the Americans with Disabilities Act may be referred to Larry Reznicek, Director of Human Resources, Campbell County School District, P.O. Box 3033, Gillette, Wyoming 82717, (307) 682-5171, Extension 4511; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-5329; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417.”

U.S. DEPARTMENT OF AGRICULTURE NONDISCRIMINATION STATEMENT

The United States Department of Agriculture (“USDA”) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

NOTICE OF RIGHTS

Section 504 of the Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly known in the schools as “Section 504,” is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, Section 504 applies to ensure that eligible, disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

A student with a disability is one who has a physical or mental impairment that substantially limits one or more of his/her major life activities/major bodily functions such as reading, concentration, thinking, learning, walking, seeing, hearing, breathing, working, and performing manual tasks, etc. Eligible students may be entitled to an accommodation plan that provides the student with the same opportunity to benefit from programs and services as afforded non-disabled students.

The purpose of the Notice is to inform parents and students of their rights at 34 CFR §104.36 of the Section 504 regulations:

- The school district must provide you with written notice of your rights. If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District's Section 504 Office, and they will assist you in understanding your rights.
- Under Section 504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met [34 CFR §104.33].
- To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services [34 CFR §104.34]. Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students [34 CFR §104.34].
- You have the right to be notified by the District prior to any action regarding the identification, evaluation, or placement of your child [34 CFR §104.36].
- You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation, and placement of your child under Section 504) [34 CFR §104.36].
- You have the right to an impartial due-process hearing to contest any action taken by the District with regard to your child's identification, evaluation, or placement under Section 504 [34 CFR §104.36].
- You have the right to participate personally at the hearing and to be represented by an attorney if you wish to hire one. You also have a right to file a complaint with the Office of Civil Rights (OCR) or the Department of Education.
- If you wish to contest an action taken by the Section 504 Team by means of an impartial due-process hearing, you must submit a Request for Hearing to the District's Section 504 Coordinator at the address below:

Nanci Koch
Section 504 Coordinator
525 West Lakeway Road
P.O. Box 3033
Gillette, Wyoming 82717-3033
Phone: (307) 686-1912, Ext. 317, Fax: (307) 686-0167
E-Mail: section504@ccsd.k12.wy.us
Monday through Friday
8:00 a.m. to 4:00 p.m.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

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:

- 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.

- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. 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 him or her of the 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.

- The right to privacy of personally identifiable information 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-8520

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Campbell County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Campbell County School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Campbell

County School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want Campbell County School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 20. Campbell County School District has designated the following information as directory information:

- Student’s name
- Address
- Grade level
- Photograph
- Participation in officially recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, scholarships, and awards received
- The most recent educational agency or institution attended.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended and 10 U.S.C. § 503(c), as amended.

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Campbell County School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Campbell County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Campbell County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Campbell County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such

activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

PARENTS’ “RIGHT TO KNOW” UNDER THE NO CHILD LEFT BEHIND ACT

As a parent of a child in Campbell County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to provide you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether the Wyoming Department of Education has licensed the teacher for the grades and subjects he or she teaches.
- Whether the Wyoming Department of Education has decided that the teacher can teach in a classroom without being licensed or is qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. All certified staff in Campbell County School District currently meet or exceed requirements of the No Child Left Behind Act of being highly qualified.

PERSISTENTLY DANGEROUS SCHOOL

A Wyoming public school is considered to be persistently dangerous if the following condition exists. In any two consecutive years, the school has experienced felony-related expulsions for drug, alcohol, weapons, or violence that exceed an expulsion rate of two percent (2%) of the student body or four (4) students, whichever is higher, as calculated from the most recent October 1 data.

CHILD ABUSE

Policy 4390

The Board recognizes that because of their sustained contact with school-age children, teachers and other school employees are in a position to help identify and report suspected child abuse and neglect.

In compliance with the Child Protective Services Act, §14-3-201 through 215, Wyoming Statutes, it will be the policy of the Campbell County School District to report abuse or neglect whenever any person knows or has reasonable cause to believe or suspect that a child has been abused or neglected or observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

The statute requires that if a person reporting child abuse or neglect is a member of the staff of the school, he or she is to notify the person in charge, or a designated agent, as soon as possible, who is thereupon also responsible to make the report or cause the report to be made. Because of this requirement, any teacher or employee having any such knowledge is to make an initial report to the principal of the school the child attends. The principal will then notify the Superintendent.

The report by a teacher or employee to the principal does not relieve that individual of the obligation to report on his or her own behalf unless a report has already been made or will be made. The Wyoming Statutes are mandatory and absolutely require that a report be made. Failure to report would violate this provision of the law.

Reports are required to be given to the Department of Family Services or a local law enforcement agency. Wyoming law requires that a written report be submitted confirming or not confirming the facts reported; however, a written report may be dispensed with for good cause. School employees will not contact the child's family or other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove a child has been abused or neglected or to determine whether the child is in need of protection.

“Abuse” means inflicting or causing physical or mental injury, harm or imminent danger to the physical or mental health or welfare of the child other than by accidental means, including abandonment, excessive or unreasonable corporal punishment, malnutrition or substantial risk thereof by reason of intentional or unintentional neglect, and the commission or allowing the commission of a sexual offense against a child as defined by law.

“Neglect” means a failure or refusal by those responsible for the child's welfare to provide adequate care, maintenance, supervision, education or medical, surgical or any other care necessary for the child's well being.

Interviewing of Alleged Victims During School Hours

The Department of Family Services and appropriate law enforcement agencies, upon making arrangements with the principal of the school the student attends, will be allowed to interview alleged child abuse or neglect victims during school hours at a time and place convenient for the school and child, as determined by the principal. The principal will cause a log of interviews to be kept.

If the alleged child abuse or neglect does not involve the child's parent or guardian, the principal may not authorize any interview of the child at the school site without the permission of a parent or guardian.

ADOPTION DATE: June 26, 1984; Editorial Revision August 14, 1984; Revised July 12, 1993; Renumbered May 22, 1995 (formerly 4290); Reviewed October 23, 2007

LEGAL REFERENCE(S): State Statute 14-3-201 through 215

CROSS REFERENCE(S): 4390-R

ADMINISTRATIVE REGULATION:

CHILD ABUSE

Regulation 4390-R

Guidelines for Referring Possible Child Abuse Cases

All Campbell County School District certified and classified employees are mandatory reporters of possible child abuse.

When acting in an official school district capacity, suspected child abuse reports must be presented by the employee to the appropriate principal or supervisor.

The principal or supervisor is responsible for forming and submitting a written report to the Department of Family Services or local law enforcement agency containing the following information: name, address and age of student; name and address of parents, guardians or caretakers; nature and extent of injuries or description of neglect; and any other pertinent information about the injuries or condition.

The principal will notify the Superintendent that a referral has been written and submitted to the appropriate child protection agency.

The principal will confirm with the responsible governmental agency that a written report confirming or not confirming the facts reported has been made by the responsible governmental agency.

The principal will keep a log of dates and times of interviews related to possible child abuse.

Interviewing Students and Parents/Guardians

School employees will not contact the child's family or other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove a child has been abused or neglected or to determine whether the child is in need of protection.

The Department of Family Services and appropriate law enforcement agencies, upon making arrangements with the principal of the school the student attends, will be allowed to interview alleged child abuse or neglect victims during school hours at a time and place convenient for the school and child, as determined by the principal. The principal will cause a log of interviews to be kept.

If the alleged child abuse or neglect does not involve the child's parent or guardian, the principal may not authorize any interview of the child at the school site without the permission of a parent or guardian.

Definitions

"Abuse" means inflicting or causing physical or mental injury, harm or imminent danger to the physical or mental health or welfare of the child other than by accidental means, including abandonment, excessive or unreasonable corporal punishment, malnutrition or substantial risk thereof by reason of intentional or unintentional neglect, and the commission or allowing the commission of a sexual offense against a child as defined by law.

"Neglect" means a failure or refusal by those responsible for the child's welfare to provide adequate care, maintenance, supervision, education or medical, surgical or any other care necessary for the child's well being.

ADOPTION DATE: September 27, 1988; Revised August 27, 1991; July 12, 1993; Renumbered May 22, 1995 (formerly 4290-R); Revised February 27, 1996; Reviewed October 23, 2007

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4390

CHILD FIND

Policy 5071

Campbell County School District will implement an ongoing system to locate, identify and evaluate all children birth to 21 residing within the school district who have disabilities and need early intervention under Part C or special education under Part B of IDEA (the Act).

The District shall identify all children with disabilities regardless of the severity of their disability, including children who are:

- Highly mobile, such as migrant and homeless children;
- Wards of the State;
- Suspected of having a disability even though they advance from grade to grade;
- Home schooled;
- Attending a private (religious or secular) school located within the boundaries of the school district or public agency;
- Attending a charter or virtual school;
- Below the age of compulsory school attendance;
- Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their twenty-first birthday; or
- Dropped out or disenrolled from public or private school.

ADOPTION DATE: January 28, 1986; Revised July 15, 1987; Revised September 27, 1993; Renumbered November 22, 1993; Reviewed June 10, 2008; Revised & Renumbered June 14, 2011

LEGAL REFERENCE(S): 34 C.F.R. §300.111 Child find

34 C.F.R. §300.131 Child find for parentally-placed private school children with disabilities W.S. §21-2-502(b)

Education of Children With Disabilities Wyoming Department of Education Rules, Chapter 7, Section 4(a) Child Find

CROSS REFERENCE(S): (Formerly 5110.2, 5112) 5020, 5027, 5070

ADMINISTRATIVE REGULATION: 5071-R

CHILD FIND

Regulation 5071-R

The child find efforts of Campbell County School District shall include:

1. Public awareness

Child find activities shall include local media resources and direct contact activities to:

- Provide information about special education services in the District and the special education referral process to public and private facilities located within the boundaries of the District, including day care centers, homeless shelters, group homes, county jails, hospitals, medical offices, and other facilities that serve children birth to 21 years old; and
- Provide information about the developmental and/or academic screening opportunities occurring throughout the District, including screening opportunities coordinated with other providers or agencies.

2. Notice

Before any major child find activity, the District shall publish notices in newspaper or other media informing parents of the activity. Circulation of this notice shall be adequate to inform parents within the jurisdiction of the District or public agency.

3. Staff awareness

The District shall ensure that staff members are knowledgeable about the characteristics of children with disabilities and in need of special education and the referral process for all children, including infants or preschool children, suspected of having disabilities. Awareness activities include:

- Staff in-service;
- Outside trainings and conferences; and
- The provision of data and information for review.

4. Communication to parents

The District staff shall inform parents about the availability of special education and related services and provide them with information about initiating a referral for a special education evaluation, including information about early intervention under Part C and special education under Part B. Communication activities include:

- Personal contacts by regular and special education staff and administration;
- Information/educational programs put on for the benefit of parents;
- Written communication to parents; and
- Public notices.

5. Children in private schools

The District shall locate, identify, and evaluate all children with disabilities who are enrolled by their parents in private, including religious, elementary and secondary schools located within the boundaries of the District, including children who reside in a state other than Wyoming. Child find activities for children in private schools include:

- Direct communication with the private schools and the offer of services to locate, identify and evaluate children residing within private schools. The District will provide such assessments and/or evaluations and/or other assistance as is necessary or beneficial in location, identification and evaluation of students in private schools in order to identify any students who have disabilities and need early intervention under Part C or special education under Part B.

ADOPTION DATE: January 28, 1986; Revised July 15, 1987; Revised September 27, 1993; Renumbered November 22, 1993; Reviewed June 10, 2008; Revised & Renumbered June 14, 2011

LEGAL REFERENCE(S): 34 C.F.R. §300.111 Child find

34 C.F.R. §300.131 Child find for parentally-placed private school children with disabilities

W.S. §21-2-502(b) Education of Children With Disabilities

Wyoming Department of Education Rules, Chapter 7, Section 4(a) Child Find

CROSS REFERENCE(S): (Formerly 5110.2-R, 5112-R) 5020, 5027, 5070

II. MEDICAL

STUDENT HEALTH

Policy 5200

Campbell County School District endorses a proactive, student-centered health program designed to promote optimum educational opportunity for all students by creating a climate of health and well-being and minimizing absence due to illness.

ADOPTION DATE: October 22, 1985, Revised February 8, 1993; Reviewed with no changes January 25, 2011

LEGAL REFERENCES:

CROSS REFERENCE: 5210, 5210-R; Replaces 5141, 5141.1, 5141.4, 5141.7 and 5143

ADMINISTRATIVE REGULATION: 5200-R

Illness/Injury Supervision

1. Illness Supervision

Campbell County School District nurses assess ill students, carry out policies and regulations on communicable diseases and medication, and may provide health teaching related to specific illness. Personnel covering the Nurse's Office will follow the guidelines in the booklet "Emergency First Aid and Nursing Office Guide for Schools."

First Aid Procedures and Protocol may indicate the following action:

- Temperature over 100 – Call parent and send home.
- Vomiting and/or diarrhea – Call parent and send home.
- Other problems such as stomachache, headache, temperature under 100, etc. – Treat the symptoms. If no improvement in one hour, call parent.
- In case of significant injury, fill out form, and notify parents.

2. Injury Supervision

CCSD nurses and the athletic trainer have additional responsibilities in the area of injury supervision. They may include:

- Providing education regarding injury prevention;
- Administration of first aid; and
- Supervising injury situations.

A copy of Campbell County School District "Emergency First Aid and Nursing Office Guide for Schools" will be available in each nurse's office and the athletic trainer's offices.

Primary Health Care

As professionals with a complex set of responsibilities, CCSD nurses and the athletic trainer are called upon to make decisions based on a background of education and experience. Students, parents and staff frequently request medical advice. Often school nurses and the athletic trainer are called on in place of visits to public health services or emergency room services. Assessments may result in a referral for specific medical care.

Hearing and Vision Screening

1. Hearing Screening Procedures

- Students with known hearing disorders may be evaluated by an audiologist at BOCES.
- Students in Grades 3-12 who are identified under P.L. 101-476 will receive annual otoscopic exams and pure tone tests (1000, 2000, and 4000 Hz at 20 dB).

2. Vision Screening Procedures

The extent of annual vision testing for students identified under P.L. 101-476 will be determined by the student study team.

Hearing			Vision						Ht	Wt	Scoliosis
GR	PT & Oto	Imp	Dist	Near	Col	MB	Plus Lens	NPC & Depth			
K	X	X	X	X	X		X	X	X	X	
1	X	X	X	X	X	X	X			X	
2	X	X									
3	X	X	X	X			X				
4	X								X	X	
5			X	X							X
6	X								X	X	
7			X	X							X
8	X								X	X	X
9			X	X							
10											
11	X		X	X							
12											

NOTE: Except with significant findings, rescreen vision at 2-3 weeks and hearing at 6 weeks. Refer only after second fail.

Students new to the District will be screened in the semester in which they enroll unless satisfactory evidence is provided that such screening has been done within the last 6 months. New student screening will be age appropriate.

Determining Students Who Are “At-Risk”

- Hearing Screening - A student will be considered “at-risk” for hearing impairment if one of the following conditions exists:
 - failure on two separate screenings six weeks apart at a level of 20 dB HL at 1000 Hz, 2000 Hz, 4000 Hz in at least one ear; or
 - failure on two separate screenings six weeks apart with middle ear pressure greater than -200 and +100 mm H2O in either ear.

2. Vision Screening - A student's vision will be considered "at-risk" when it meets one of the following:
 - criteria in the manual of the instrument used for testing.
 - students who are unable to understand and/or respond to vision screening will automatically be considered "at-risk" and will be referred for professional vision examinations.
3. Follow-up Evaluation and Recommendation
Students failing to meet the criteria of the examination on two separate screenings two to four weeks apart will be referred for a professional audiological or vision examination. The referral for professional examination is monitored by the school nurse. Re-checks are done on the request of a parent, teacher, or at the discretion of the school nurse.
4. Scoliosis Screening
All students in Grades 5, 7, and 8 are screened annually for scoliosis. Any potential problems are rechecked and referred to parents if problem persists. Parents are encouraged to seek a medical examination for the spine.
5. Dental Screening
Dental screening is completed if requested by staff or parents, or when a complaint is shared by a student. Any potential problems are referred to parents. Parents are encouraged to seek a full dental examination.

Medications Administered by School Personnel

1. All Medications
 - A. All medication administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA). Information on dosage, side effects and contraindications of any medication or medicinal like substance, e.g. homeopathic and herbal remedies, given by school personnel must be readily available from a professionally acknowledged resource (PDR or other U.S. published drug reference book, FDA or USP website, etc.).
 - B. All medications shall be kept in secured storage with the exception of emergency medications that may be carried by a student with special written request of the physician and parent/guardian, and after the student has demonstrated proficiency.
 - C. Before the end of the school year, the parent or legal guardian will be notified to pick up any left over personal medication from the Nurse's Office. Medications not returned to the family will be discarded in an appropriate and legal manner.
2. Prescription Medications
 - A. No student will be given prescription medication except upon order from a U.S. licensed physician, nurse practitioner, physician assistant, or dentist who has the responsibility for medical management of the student.
 - B. Prescription medication will be dispensed by a school nurse, principal, or other designee, only when authorized in writing by the student's parent/guardian.
 - C. School personnel have the right to refuse to administer any prescription, over-the-counter, or other medication which is not in its original container. The original container is defined as the container in which the medication was purchased and which clearly states, at minimum, the name and strength of the substance and its proper use.
 - D. If instructions and permission form are not provided with the medication, the nurse may obtain verbal permission and instructions from the parent/guardian before

- administering the medication. However, a permission form should be completed by the parent/guardian within 24 hours of the verbal contact.
- E. School personnel may seek medical opinion or advice pertaining to situations in which they are asked to administer medications.
 - F. A photo identification of the student will be posted in a location accessible to all staff who will administer medication, and a record will be kept of each time any medication is administered, including the child's name, date, time, medication, and identification of the person administering the medication.
 - G. Parent/guardian consent must be renewed annually.
 - H. A written order from a prescriber must accompany any changes in medication dosage.
 - I. Administration of the medication during the school day must be medically necessary. The school nurse will determine the schedule for medication administration unless specified by the prescriber.
 - J. The parent/guardian assumes full responsibility for the supply, appropriate transportation and maintenance of prescription medication.
 - K. Reasonable efforts will be made to ensure that the student receives his/her medication. If a student persistently skips medication doses, the parent will be notified.
3. Special Consent to Carry and Self-Administer Medication
- A. In cases of life-saving medication where time is of the essence, particularly asthma inhalers and self-injectable epinephrine, students may be allowed to carry and self-administer such medication on school grounds and/or at school functions.
 - B. Such situations require a release form signed by the healthcare provider and the parent/guardian. The student must also demonstrate proficiency and sufficient maturity to handle the responsibility.
 - C. Students who have obtained permission for self-administration as set forth above must take extraordinary precautions to keep the medication secure and must not, under any circumstances, make available, provide, or give the medication to another person. The student must immediately report the theft or loss of any medication brought on campus.
4. Non-Prescription/Over-the-Counter Medications
- A. A limited number of over-the-counter medications are kept at each school. A signed permission card stating which of these medications a parent/guardian wishes his/her child to receive must be on file in the nurse's office before any medication can be given to the child.
 - B. If a parent/guardian wishes administration of an OTC medication not supplied by the school, the parent/guardian will complete a "Permission for Medication" form and supply the school with the medication.
 - C. OTC medication brought from home must be in its original container and labeled with the student's name.
 - D. Administration of OTC's sent from home will be at the discretion of the school nurse and at a dosage in keeping with manufacturer's recommendations.

ADOPTION DATE: March 8, 1983; Effective Date: July 1, 1983; Revised October 22, 1985; Revised January 13, 1987; Revised February 8, 1993; Editorial Revisions to pgs. 2-4 January 14, 1994; Revised October 9, 1995; Revised November 12, 2002; Revised July 29, 2005; Revised August 29, 2007; Revised October 24, 2008

LEGAL REFERENCES:

CROSS REFERENCES: 5210, 5210-R; Replaced 5141, 5141.4, 5141.4-R, 5141.7, 5141.7-R and 5143.

COMMUNICABLE DISEASES, IMMUNIZATIONS AND THROAT CULTURES

Policy 5210

Campbell County School District is committed to providing and maintaining a safe and healthful environment for all students and employees. The School District will follow American Public Health Association (APHA) guidelines and Centers for Disease Control (CDC) guidelines, Occupational Safety and Health Administration regulations, Wyoming Department of Health, Wyoming State statutes and current nursing protocols regarding infectious and communicable diseases.

Because medical knowledge about infectious diseases is continually growing, this policy and related regulations will be reviewed and updated as necessary.

ADOPTION DATE: Revised November 8, 1993; Revised April 24, 2007

LEGAL REFERENCES: Americans With Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Individuals With Disabilities Education Act (IDEA), and related Department of Justice regulations

CROSS REFERENCES: 4010, 4010-R, 4011, 4020, 4020-R, 4330, 5200, 5200-R; Replaced 5141.3, 5141.5, and 5141.6

ADMINISTRATIVE REGULATION(S): 5210-R

COMMUNICABLE DISEASES, IMMUNIZATIONS AND THROAT CULTURES

Regulation 5210-R

For the purpose of this regulation, communicable diseases are those which may be transmitted from one person to another either directly or indirectly. Campbell County School District will follow the guidelines in the handbook "Infectious Disease in School Settings" for protocols regarding communicable diseases in students or employees. Unusual situations or the onset of a communicable disease not covered in the handbook will be taken on a case-by-case basis with school district nursing services in charge. Local, state, and/or national resources will be used to make the decision on the direction to take which is in the best interest of the school district population involved.

Immunizations

Campbell County School District will follow Wyoming Statute 21-4-309 regarding immunizations.

Each building will be able to accurately create a list of students who are in compliance with the Wyoming statute and a list of those students having authorized medical and religious exemptions for immunizations.

All immunization regulations from the Wyoming Department of Health will be implemented by the building principal and school nurse at each school site.

Throat Cultures for Strep Throat

School nurses or trained designees may take throat cultures of those students or staff members who have clinical symptoms. The specified signs and symptoms to be looked for are:

- enlarged anterior cervical lymph nodes;
- purulent exudate on the tonsils; and
- fever.

When a student or staff member is found to have a positive throat culture, the student's parent/guardian or the staff member will be notified and encouraged to seek immediate medical attention. The responsibility for treatment remains with the parent/guardian or staff member.

Universal Precautions

Since individuals infected with HIV/AIDS, Hepatitis B virus (HBV) or other blood-borne pathogens are not required to identify themselves, it is possible for infected students or employees to remain anonymous. Therefore, employees and students are advised to consider the blood and other body fluids of all people as potentially infectious and follow the most current Centers for Disease Control (CDC) “Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood-borne Pathogens in Health-Care Settings.”

Exposure to Blood and Body Fluids

Any Campbell County School District employee or student who has an exposure to blood, body fluids or waste will report this exposure in accordance with procedures outlined in Campbell County School District Exposure Control Plan for Blood-borne Pathogens.

HIV/AIDS Infected Students and Employees

1. Universal Precautions

Since infected individuals are not required to identify themselves, it is possible for infected students or employees to remain anonymous. Therefore, employees and students are advised to consider the blood and other body fluids of all people as potentially infectious and follow the most current Centers for Disease Control “Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood-borne Pathogens in Health-Care Settings.”

2. Confidentiality

The rights of privacy must be assured at all times. Information regarding the HIV/AIDS status of any student or employee is strictly confidential and protected by law. Disclosure is permissible only upon a court order or when authorized with a Permission to Release Medical Information form signed by the HIV/AIDS infected employee or the HIV/AIDS infected student, if of age of majority, or the infected student’s parent(s) or guardian(s).

No information will be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings will be kept by the Superintendent of Schools in a locked file. Access to this file will be granted only to those persons who have the written consent of the HIV/AIDS infected employee or the HIV/AIDS infected student or the student’s parent(s) or guardian(s).

To further protect confidentiality, names will not be used in documents except when essential. Any document containing the name, or any other information that would reveal the identity of the HIV/AIDS infected person, will not be shared with any person, not even for the purposes of word processing or reproduction. Any Campbell County School District staff member who violates this confidentiality will be subject to disciplinary action by the School District. Employees must be aware that breach of confidentiality could also make the offending party liable to a lawsuit initiated by the offended party.

3. Voluntary Disclosure of HIV/AIDS Infection

An HIV/AIDS infected employee or student, or parent(s)/guardian(s) of an HIV/AIDS infected student, who chooses to disclose HIV/AIDS status is encouraged to inform the Superintendent and authorize release of medical information to the HIV/AIDS Decision Team by signing the release form available at the nurse’s office.

4. HIV/AIDS Decision Team

The School District will form an HIV/AIDS Decision Team comprised of the Superintendent or his/her designee, the County Health Officer, the infected student's or employee's physician, and the infected student's parent(s)/guardian(s) or the infected school employee.

The HIV/AIDS Decision Team will decide on a case-by-case basis whether the condition of the infected student or employee justifies either a change of placement or exclusion from school or work or from school-related activities. All aspects of confidentiality will be followed.

Members of the HIV/AIDS Decision Team will be the only persons informed of the identity of the infected person unless written permission is granted by the infected student's parent(s)/guardian(s), the student if of age of majority, or the infected employee.

In making decisions regarding placement, the team will use criteria established by, and recommendations of, the National Centers for Disease Control. The rights and safety of all people are to be preserved.

5. Employment and Educational Opportunity Rights of HIV/AIDS Infected Individuals

Employment rights for employees and education opportunities for students infected with HIV/AIDS will be protected.

For students, this will include, to the extent that health permits, attendance in regular class settings with all rights, privileges and services which are provided for other students. For students, when health does not permit, HIV/AIDS will be considered a disabling condition, and education will be provided following the rules and procedures of the Rehabilitation Act of 1973, Section 504 and, if applicable, the Individuals With Disabilities Education Act (P.L. 101-476 I.D.E.A.). It will be the responsibility of the HIV/AIDS Decision Team to determine when the presence of communicable disease in other students or staff members, or secondary infection in the HIV/AIDS patient, warrants a change of status.

An HIV/AIDS infected employee will be treated as any other employee with a health-related disability. Having the infection will not be a factor in the District's decisions regarding hiring or termination. For students or employees who are temporarily excluded from school or work, periodic medical reevaluations may take place for possible re-entry. The schedule for such reevaluations will be set by the HIV/AIDS Decision Team.

The sexual orientation of any student or employee will not be a factor in determining the need for medical evaluation. No student or employee will be required to provide information as to his/her sexual orientation.

No student or employee will be required to have any blood test or medical consultation for the purpose of ruling out the possibility of HIV/AIDS infection.

People infected with HIV/AIDS may develop immunodeficiency which increases their risk of severe complications from most infections. Therefore, these individuals should be excused upon request, through waiver authorized by the State or County Health Officer, from mandated vaccines.

6. Education

It is recognized that HIV/AIDS poses a public health crisis. At the present time, the most effective weapon against the spread of this deadly disease is education. Campbell County School District will administer an ongoing education program for students and employees that includes:

- K-12 HIV/AIDS curriculum stressing prevention, transmission and treatment; and
- Universal Precautions.

ADOPTION DATE: Revised November 8, 1993; Revised August 10, 2005

LEGAL REFERENCES: Americans With Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Individuals With Disabilities Education Act (IDEA), and related Department of Justice regulations

CROSS REFERENCES: 4010, 4010-R, 4011, 4020, 4020-R, 4330, 5200, 5200-R; Replaced 5141.3, 5141.5, and 5141.6; also serves as regulation to accompany 4330

ADMINISTRATIVE REGULATION(S):

III. ATTENDANCE

ENTRANCE AGE

Policy 5010

To be admitted to kindergarten, a child must have reached the age of five (5) on or before September 15 of the year of desired enrollment. To be admitted to the first grade, a child must have reached the age of six (6) on or before September 15 of the year of desired enrollment. Proof of birth date in the form of a birth certificate or other acceptable proof will be required for initial enrollment.

ADOPTION DATE: May 25, 1976; Revised March 13, 1984; Revised January 12, 1988, Revised January 10, 1994; Editorial Revision October 9, 1995; Reviewed February 12, 2008

LEGAL REFERENCE(S): W.S. 21-4-102 and W.S. 21-4-302

CROSS REFERENCE(S): 5030, 5030-R, 5035, 5045, 5045-R, 5070, 5070-R, 5075 (formerly 5123.3)

ADMINISTRATIVE REGULATION

STUDENT ATTENDANCE K-12

Policy 5113

Campbell County School District maintains high expectations for its students regarding attendance as well as achievement. All students enrolled in Campbell County schools will be present for classes unless properly excused.

It is recognized that student absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers and administrators to keep absences and tardies to a minimum.

Student attendance at school is basically the responsibility of the parents and students. Schools and parents must keep each other informed about student absences to assure that absences are appropriate and properly excused.

Attendance in school is important to enhance learning beyond the simple completion of homework assignments and for setting life-long attendance habits. The Board of Trustees,

through regulation, will establish the number of days per semester and year permitted for excused absences. Extraordinary circumstances for exceptions will be given in the K-12 attendance regulation.

The Campbell County School District Board of Trustees, as provided in State Statute, establishes student attendance policy and regulations. Campbell County School District recognizes two types of absences: excused and unexcused. Definitions and conditions for determining whether an absence is excused or unexcused are also found in the Regulation.

ADOPTION DATE: May 25, 1976; Revised July 12, 1988; June 9, 1997; Reviewed June 10, 2008

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5121, 5121-R

ADMINISTRATIVE REGULATION: 5113- R

STUDENT ATTENDANCE - K-12

Regulation 5113-R

Excused Absences

An excused absence is one in which the School District, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. There are two types of excused absences: those with prior notice and those without prior notice.

1. Absences With Prior Notice

Written notice provided within a reasonable amount of time (24-hour minimum notice is recommended so teachers and student can prepare for the absence.)

2. Absences Without Prior Notice

- Illness of the student
- Family emergency and accidents, emergency room treatment, or other emergency situations that necessitate the immediate absence of the student

In all absences in this category, it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent, explaining the absence. If this is not possible, the student is required to provide a written statement from the parent or guardian, giving an explanation for the absence, upon the student's return to school. Failure to communicate with the school either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused.

A maximum of 10 excused absences will be allowed in any one semester. Each absence beyond the 10 excused absences per semester will be unexcused. Exceptions will be certification from a competent medical authority stating specific days to be excused from school or a verified family emergency.

In cases of prolonged or chronic illness (more than five consecutive days absent), prior to the student's return, the student must provide certification from a competent medical authority stating he/she is free from the disease, or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

Unexcused Absences

All absences falling into this category are trancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent/guardian and/or school officials, or if the absence cannot otherwise be excused by the building principal and/or District attendance officer. An F grade or equivalent will be recorded for each class and activity missed during the student's truancy.

Each building will establish procedures regarding disciplinary action for unexcused absences. The District will establish additional actions for trancies applying differently to compulsory and non-compulsory students.

When a student is truant, upon his/her return, the student will be required to have a conference with the building principal or his/her designee. The parents/guardians are to be notified by phone, when possible, and/or by letter, or by the attendance officer, within 48 hours of the principal's/designee's administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the student's attendance and prevent future trancies.

1. Compulsory Students

Compulsory students are those who have not completed the tenth grade or have not reached 16 years of age. Upon the second truancy, the District attendance officer will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting the attendance officer will explain state statutes regarding trancies and possible future actions. Upon the third truancy, school personnel will notify the attendance officer who will send a registered letter notifying the parents of the third truancy and the action to be taken if a fifth truancy should occur.

Any student who has accumulated five or more days of truancy in any one school year will be referred to the Superintendent by the principal or the attendance officer. The Superintendent will schedule a hearing. Upon conclusion of the hearing with the parties of interest, the Superintendent may recommend to the Board of Trustees that the student should be classified as an habitual truant.

2. Non-compulsory Students

Non-compulsory students are those who are 16 and older or who have completed the tenth grade. Upon the third truancy, the principal/designee will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting the principal/designee will explain future consequences for continued truancy. Upon the fourth truancy, the principal/designee will send a registered letter notifying parents of the fourth truancy and the action to be taken if a fifth truancy should occur.

Any non-compulsory student who has accumulated five or more trancies in any one school year will be considered as a continued, willfully disobedient student and as such could be scheduled for an expulsion hearing.

ADOPTION DATE: October 10, 1988; Revised June 9, 1997 (Incorporates former policy 5113.1), Revised July 21, 1999; Revised January 9, 2007; Reviewed June 10, 2008

LEGAL REFERENCE(S): W.S. 21-4-101, 102; Rules and Regulations for the School Foundation Program, Chapter 8

CROSS REFERENCE(S): 5113, 5121, 5121-R

IV. DISCIPLINE/BEHAVIOR

STUDENT BULLYING

Policy 5276

Purpose and Policy

Campbell County School District is committed to providing a secure student learning environment free of threat, hazing, harassment, intimidation, menacing, cyber bullying, sexting and other bullying behavior. No person may engage in threats, hazing, harassment, intimidation, menacing, cyber-bullying, sexting or bullying behavior against a CCSD student or students participating in functions sponsored by the District (“student participants”). Further, CCSD prohibits reprisal or retaliation against a student, witness or person who reports information about or cooperates in the investigation of an act of threatening, hazing, harassment, intimidation, menacing, cyber bullying, sexting or bullying. *See* W.S § 21-4-313, 314 (2009). All such behavior by students, staff or third parties against any CCSD student or student participant is strictly prohibited and will not be tolerated by CCSD.

Definitions

1. “Bullying” (See “Intimidation” or “Bullying” below.)
2. “Cyber-bullying” (See “Intimidation” or “Bullying” below.)
3. “Discrimination” means any act that has the purpose or effect of unreasonably differentiating in treatment based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, characteristics or linguistic characteristics of a national origin group.
4. “District” includes CCSD facilities, CCSD premises and non-district property if the student is at any District-sponsored, District-approved or District-related activity or function such as field trips or athletic events where students are under the auspices of the District.
5. “Electronic communication” means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer or pager.
6. “False charges” or “a malicious accusation” means an untrue allegation which is made intentionally, knowingly, with reckless disregard for the truth or an untrue allegation made with the specific intent of causing injury or damage to another person. The District will take disciplinary action against any individual making a false charge or malicious accusation of bullying, discrimination or harassment.
7. “Harassment” means unwanted behavior of a non-verbal, verbal, written, graphic, sexual or physical nature that is directed at an individual or group of students or staff on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic or linguistic characteristics of a national origin group.
8. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as

a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, e.g., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, “paddling” or other physical punishment, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene, degrading or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate a particular person or group.

9. “Intimidation” or “bullying” means any intentional gesture, any intentional electronic communication (“cyber-bullying”) or any intentional written, verbal or physical act or statement received by a student repeatedly and over time on the part of one or more other persons which is negative in nature and causes a student to have difficulty defending himself or herself.
10. “Menacing” includes, but is not limited to, any assault or threat intended to place a school employee, student or third party in fear of imminent physical injury.
11. “Retaliation” or “reprisal” means any verbal or physical act or statement against any person who reports, files a complaint or participates in an investigation under this policy. Retaliation is prohibited and is considered a serious violation of Board policy, independent of whether a complaint is substantiated.
12. “School” includes a classroom or other location on school premises, school grounds, 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 student is present as a student of the school.
13. “Sexting” means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or activities on or off campus, while on school district property, during any recess, lunch or leave periods on or off school district property, by use of school district property, or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individual, the governance, climate or efficient operation of the school or the educational process or experience.
14. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business or activities who are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Bullying or Retaliatory Behaviors

1. Any student, employee, parent or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of hazing, harassment, discrimination, blackmail, intimidation, bullying, menacing or retaliation or reprisal (hereafter “bullying” or “retaliatory behavior”) in violation of this policy shall immediately report his/her concerns to:

- The building principal or his/her designee;
 - A teacher who will be responsible for notifying the building principal or his/her designee immediately if the matter cannot be adequately addressed by the teacher or is sufficiently serious to warrant administrative intervention;
 - A counselor, who is responsible for notifying the building principal or his/her designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
 - The superintendent of schools or his designee.
2. Teachers, counselors and other certified, classified and administrative staff who observe students engaging in bullying behavior are responsible for taking action to timely and appropriately address the behavior and/or timely report the incident to the administrator or his/her designee.
 3. Students and parents are encouraged to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the student is the recipient of bullying, they are encouraged to follow the procedure outlined in this policy.
 4. Reports may be made anonymously through a variety of means. Anonymous reports will be investigated and addressed consistent with the investigation process under this policy. Formal disciplinary action shall not be taken solely on the basis of an anonymous report unless the allegation has been investigated and corroborating evidence indicates a policy violation.
 5. While many concerns may be resolved through an informal process, the severity and/or nature of a specific incident may require an immediate formal complaint and disciplinary action.

Complaint Process

1. Reporting parties may use informal procedures such as oral reports to report and resolve lesser and/or isolated complaints of bullying or retaliation which do not result in physical harm or meet other criteria for formal reporting as noticed in #2, below. Such complaints will be appropriately investigated and addressed by teachers, counselors or other adults consistent with due process requirements. Substantiated reports will be documented in the PowerSchool and/or student disciplinary file. Repeat offenses shall be referred to the principal or his/her designee.
2. Formal complaints should be made in writing and submitted to the appropriate administrator or his/her designee. Forms shall be available for reporting, although the use of a specific form is not mandatory in order to lodge a formal complaint if the reporting party is unable or unwilling. Formal complaints are warranted any time such a report and investigation is requested by any parent, student or other person, when bullying involves threats, is physical in nature, causes physical harm, is repeated (i.e., more than once), is unusual in nature, is perpetrated by a group or groups of students or others, is racial or discriminatory in nature and/or otherwise highly offensive in nature and leaves the victim feeling defenseless or vulnerable.
3. A copy of all formal complaints, investigations and results should be forwarded to the Student Support Services office within seven (7) school days of completing the

documentation. Such files shall be stored in a confidential manner, with access limited to administrative personnel and their designees. File information shall also be available to administrative personnel or their designees for the gathering and reporting of statistical and other data which does not individually identify the individuals therein.

Investigation

1. In all schools the principal or his/her designee shall be responsible for timely investigation of a complaint made under this policy. Alleged serious violations shall be promptly investigated and documented. While the investigator will make efforts to maintain confidentiality to the extent reasonably possible, reporting parties shall not be promised full confidentiality.
1. The complaint, investigation, witness and other information shall be documented along with the findings. Substantiated reports will be documented in the PowerSchool and/or student discipline file.
2. Both the alleged student victim and the individual accused of bullying behavior shall have the opportunity to be heard by the investigating adult or a designee prior to a final “substantiated” or “unsubstantiated” finding.
3. For formal complaints, the complainant and reported party, and their respective parents or guardians, shall be notified of whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

Consequences and Remedial Actions for Substantiated Reports

1. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.
2. Schools may attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal complaint process, investigation and disciplinary procedures. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem solving between the parties.
3. Consequences and remedial actions shall be determined, taking into consideration the context of events, all relevant circumstances, the parties’ prior behavior, the nature of the bullying behavior and its potential harm and the emotional and/or physical harm resulting from the reported party’s actions.

Protection of Victims from Additional Bullying or Retaliation/Reprisal

1. The principal or his/her designee shall be responsible for working with the student, parents and others to timely develop and implement strategies for protecting the reporting party and/or affected student following the report of threat, hazing, harassment, intimidation, menacing, cyber-bullying, bullying, sexting, reprisal or retaliation.
2. Such strategies may include, but are not limited to, monitoring, counseling, follow-up checks with the student and/or parent, safety plans for the affected student, reassignment of one or more students and other protective planning and/or interventions.

3. The student who has been bullied, or his/her parent, is responsible for reporting any reprisal or retaliation.

Consequences and Remedial Actions for False Accusations

1. False accusations of bullying shall be immediately reported by the affected party or an adult to the school principal or his/her designee.
2. False accusation reports shall be investigated, consistent with due process procedures noted under “investigation” above.
3. Persons found to have made false accusation reports may be disciplined up to and including expulsion or dismissal.
4. For formal complaints, the complainant and reported party, and their respective parents or guardians shall be notified whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

Student Bullying Policy Education for Students, Certified and Classified Personnel, Parents, Volunteers and the Community

1. Students.

Students shall be provided a copy of the Student Bullying Policy annually during registration and/or orientation. Each building principal or his/her designee shall be responsible for assuring the delivery, and documentation of the delivery, of this orientation information.

Beginning in fall, 2011, the Student Bullying Policy and procedures shall be discussed annually at each school during student orientation or at an alternative time to be determined by the principal or his/her designee prior to October 1. Each building principal or his/her designee shall be responsible for assuring the delivery of this standardized orientation information. In the event of a report of bullying or retaliatory behavior, substantiated or unsubstantiated, a student accused of a bullying or retaliatory behavior shall be re-educated concerning the District’s Student Bullying Policy. Each building principal or his/her designee shall be responsible for assuring the delivery and documentation of delivery of this re-education.

2. Students and Parents.

A version of the Student Bullying Policy shall be included in the Campbell County School District parent/student handbooks beginning in the fall of 2011.

3. Certified and Classified Personnel.

Beginning in fall, 2011, the Student Bullying Policy shall be presented annually at classified and certified personnel orientations for those personnel who have substantial contact with students, or at an alternative time to be determined by the building principal or his/her designee, prior to October 1. Each building principal, supervisor or his/her designee shall be responsible for assuring the delivery of this orientation information and documentation of delivery.

Professional development programs concerning bullying prevention, intervention and reporting shall be available to certified and classified personnel who have substantial contact with students.

4. Students, Parents, Certified and Classified Personnel, Volunteers and Community Members.

The Student Bullying Policy shall be posted on the Campbell County School District website by fall 2011. Student Support Services shall be responsible for assuring the website posting and updating of the Student Bullying Policy.

The District may establish bullying prevention programs or other initiatives and may involve school staff, students, administrators, volunteers, parents, law enforcement and community members.

Continuous Review and Revision

The District shall annually review and update the Student Bullying Policy as needed.

ADOPTION DATE: December 8, 2009; Revised June 14, 2011

LEGAL REFERENCE(S): W.S. § 21-4-311 – 21-4-315, “Safe School Climate Act”

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION

STUDENT SEXUAL HARASSMENT

Policy 5275

Sexual harassment is a form of sexual discrimination which is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Title IX. It is the policy of Campbell County School District (the “District”) that any form of sexual harassment of students, whether student to student or adult to student is prohibited and a violation of this policy. All students have a right to be educated in an environment free from sexual harassment. Violations of this policy will be cause for disciplinary action.

Definition

Sexual harassment is unsolicited, nonreciprocal behavior which consists of unwelcomed or unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which is offensive or objectionable to the recipient when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written harassment or abuse including sexually suggestive or derogatory communications;

- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated or inappropriate patting, pinching, hugging, or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- Unwelcome behavior or words directed at an individual because of gender, sexual orientation or marital status.

Reporting

Any person who believes he or she has been the victim of sexual harassment by a student, teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate official as designated in 5275-R. A report form is available from the principal of each building and the District central office; however, oral complaints will be considered complaints as well. Nothing in this policy shall prevent any person from reporting sexual harassment directly to the Director of Human Resources or the Superintendent.

The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment based upon another individual's sex or sexual orientation and shall take appropriate disciplinary action against any student or school personnel found to have violated this policy.

ADOPTION DATE: January 10, 1994; Major Revision June 14, 2011

LEGAL REFERENCE(S): Title VII of the 1964 Civil Rights Act Title IX

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 5275-R

STUDENT SEXUAL HARASSMENT

Regulation 5275-R

Reporting Procedure

1. In Each School Building

The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Any teacher, administrator or school personnel who receive a report of sexual harassment under this policy shall inform the building principal immediately. Upon receipt of a report, the principal must notify the District Human Resources Director immediately, or in his/her absence, notify an Associate Superintendent or the Superintendent, without screening or investigating the report. The principal may request the reporting party or complainant to prepare a written statement. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Resources Director. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours or within a reasonable time thereafter and forward it to the Human Resources Director. If the complaint involves the building principal, the complaint shall be made or filed directly with the Human Resources Director or the Superintendent by the reporting party or complainant.

2. In the District
The Board of Trustees hereby designates the District Human Resources Director to receive reports or complaints of sexual harassment under this policy. If the complaint involves the Human Resources Director, the complaint shall be filed directly with the Superintendent.
3. Submission of a good faith complaint or report of sexual harassment will not affect the complainant or reporter's future employment, grades or work assignments.
4. Use of formal reporting forms is not mandatory.
5. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Investigation

By authority of the Board of Trustees, the Human Resources Director or Superintendent, upon receipt of a report or complaint alleging sexual harassment, under this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by the building principal, a designated investigator of the District, other District officials, or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also utilize other methods or resources deemed pertinent by the investigator and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged sexual harassment under this policy.

The investigation will be completed as soon as practicable. The designated investigator shall make a written report to the Human Resources Director and building principal upon completion of the investigation. If the complaint involves the building principal, the report may be filed directly with the Superintendent. If the complaint involves the Human Resources Director, the report may be filed directly with the Superintendent. If the complaint involves the Superintendent, the report may be filed directly with the Chair of the Board of the Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

District Action

1. Upon receipt of a report, the District will take appropriate action as determined by the responsible supervisory personnel. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. The action taken by the District for violation of this policy will be consistent with requirements of applicable federal and state law and other District policies.
2. The result of the investigation by the District of each complaint filed under these procedures may be reported to the complainant by the District in accordance with state and federal law regarding data or records privacy.

Retaliatory Conduct

The District will discipline or take other appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged, sexual harassment; or any person who testifies, assists or participates in an investigation; or who testifies, assists or participates in a proceeding or hearing relating to such sexual harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission, initiating civil action or seeking redress under applicable federal or state laws.

Dissemination of Policy and Training

1. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
2. This policy shall appear in the student handbooks.
3. The District will develop a method of informing students and staff members of this policy.

ADOPTION DATE: January 10, 1994; Major Revision June 14, 2011

LEGAL REFERENCE(S): Title VII of the 1964 Civil Rights Act Title IX

CROSS REFERENCE(S): 5275

ADMINISTRATIVE REGULATION:

STUDENT APPEARANCE

Policy 5132

Students are expected to dress appropriately when they are in school or participating in school activities. Rules concerning student dress may be established by the school administration to ensure that the student dress meets standards of cleanliness, healthfulness, and safety, and does not disrupt the educational process. Generally the responsibility for dress and appearance of the student will rest with the individual student and his/her parents; however, students will not be permitted to wear:

- ~ clothing which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, or which promote the use of drugs, alcohol, or gang activity; or

~ clothing that is revealing or distracting which could be considered immodest clothing which is sexually offensive; or

~ unsanitary clothing which poses a health problem.

Students whose dress is not appropriate may be sent home to change or required to make other adjustments until appropriate clothing can be obtained.

Coaches and/or other staff supervising extracurricular activities may make other dress requirements applicable to students participating in athletic and/or other extracurricular activity events.

ADOPTION DATE: February 14, 1984; Revised June 24, 1986; Revised May 10, 1988; Revised May 26, 1998; Revised May 10, 2011; Revised June 14, 2011

LEGAL REFERENCES:

CROSS REFERENCES:

ADMINISTRATIVE REGULATION:5132-R

STUDENT APPEARANCE

Regulation 5132-R

Clothing that is revealing or distracting will not be permitted at school or school activities.

Students are to conform to the following guidelines concerning appropriate dress and grooming:

1. Students may be outside during cold weather. Parents and students are encouraged to keep informed about the weather and forecasted weather and dress students appropriately. Boots, gloves, hats, and coats help your student to be more comfortable. Appropriate footwear should be worn in wet or snowy weather.
2. All clothing is to be worn according to the way it is designed.
3. Students may not wear, as outer dress, the following:
 - Midriffs—any shirt that allows the exposure of the midsection during normal school activities.
 - Sleeveless undershirts—tank tops, tube tops, etc.
 - See-through clothing.
 - Shirts showing bare shoulders and/or backs.
4. Visible undergarments are not permitted.
5. Clothing with obscene or violent statements, designs, double messages, and advertisements for drugs/alcohol or tobacco will not be permitted.
6. Short shorts and mini-skirts will not be permitted. Skirts must extend to within three inches of the top of the kneecap as a guide. Shorts must extend to within four inches of the top of the kneecap as a guide.
7. Hats and caps are not to be worn in the building during normal school hours.
8. Gang-related clothing or styles of grooming may vary from school to school and may change from year to year. Therefore, it may be necessary, at some point in time, to prohibit the wearing of certain items of apparel and certain styles of grooming not limited to specific hair styles, colors, logos, manufacturer brand names, etc. The purpose of

prohibiting these items of apparel or styles of grooming is to prevent identifying students as gang members and to prevent non-gang members from being mistakenly victimized.

9. Neat, clean, and well-groomed facial hair will be permitted.
10. Shoes, boots, and other appropriate footwear are to be worn at all times.
11. Articles of clothing that cause undue school maintenance problems will not be permitted.
12. Cleanliness of body and clothing is required.
13. Students are not to wear their clothing or hair in such a style or manner that could be hazardous to them in their various school activities such as shop, laboratories, athletics, physical education, art, etc. Instructors in these areas are to set specific dress and grooming regulations for the safety and health of the participants and to assure that disruption of the learning process does not occur. Activity sponsors may establish dress codes for activities. Any such regulations drawn up by instructors or sponsors must be approved by the principal before they can be enforced.
14. Clothing must be in good repair—free from holes, cut-outs, or torn seams.
15. This regulation applies to students at all school-sponsored activities unless the principal approves a change.

Schools may adjust these guidelines to be age appropriate at the school level. Students will only be allowed to wear clothing outside of the student appearance regulation during Incentive Days as designated by the school principal as a reward and motivation for the students. Incentive Days will be available as a school reward for various reasons and celebrations. The principal has the discretion to modify the student appearance regulation on Incentive Days.

If a student is in violation of these provisions, the principal or designee shall request the student 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.

Note: School activities participants dress standards are governed by the Wyoming High School Activities Association and national program regulations.

ADOPTION DATE: May 10, 1988; Revised May 26, 1998; Revised May 10, 2011; Revised June 14, 2011

LEGAL REFERENCES:

CROSS REFERENCES: 5132

ADMINISTRATIVE REGULATION:

INDIVIDUAL AND GROUP CONDUCT

Policy 5144

Care of Building and Grounds

A student body is judged somewhat by the way school property is kept. This includes streets, lawns, buildings and the furniture in the classrooms. Students are urged not to throw litter of any kind on the grounds, in the classrooms, in the halls, or on the streets. Students who willfully deface or destroy school property will face strict disciplinary action and will pay for any damage done.

There will be no running in the halls or on the sidewalks adjoining such buildings or property.

There will be no snowballing around such property.

There will be no water guns, fireworks, unlawful knives, explosives, firearms, or other such nuisances tolerated in or around such property. Possession of such items indicates that a student is not demonstrating proper appreciation of their education or exercising proper consideration for the safety of their fellow students. Possession of any such items will be treated as serious insubordination and will be disciplined accordingly.

Conduct on School Property

It will be the policy of the school that each and every student will maintain a standard of conduct above reproach in any place under control of the school.

There will be no physical display of affection on the school property.

There will be no offensive or vulgar talk allowed.

There will be no smoking or chewing tobacco in such place, or on any school-sponsored activity or trip. Violation will result in suspension from school for a period of time as designated by the building administrator.

Repeated violations may result in expulsion from school.

There will be no disruptive conduct tolerated around or in such buildings or property.

ADOPTION DATE: July 13, 1976; Revised July 16, 1980; Reviewed March 9, 2010

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

CONDUCT OF CLASSROOMS

Policy 6122

It will be the policy of the Board that discipline will be expected to prevail in every classroom, because discipline is a must if a learning situation is to develop, for only through classroom discipline can the rights to instruction of all students be protected. However, discipline need not be rigid or inflexible when based on motivation and sound preparation for teaching the academic discipline involved. Teachers will be expected to see that all general rules and regulations of the school are fairly and impartially enforced.

Nothing herein contained will be construed as prohibiting or denying to a classroom teacher the right to use force as may be reasonable and necessary to control a situation within the classroom to exclude or remove a child from the classroom or school activity or to escort a student to the principal's office.

ADOPTION DATE: August 20, 1968; Revised August 23, 1993

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

STUDENT SUSPENSION

Policy 5135

The Superintendent, a principal or designated staff may suspend a student from school for a period not to exceed ten (10) days. As provided by Wyoming law, before any suspension, the student shall have the right to hear an explanation of the charges against him or her, and he or

she shall have the right to be heard. Written notice of any suspension shall be provided to the student's parents or guardians within twenty-four (24) hours of the suspension.

The Board of Trustees or the Superintendent may expel a student from school for a period not to exceed one (1) school year. If an expulsion exceeds ten (10) days, the Board of Trustees must conduct or provide for a hearing, if requested, in accordance with the procedures of the Wyoming Administrative Procedures Act and CCSD Policy 8380R.

The following are grounds for suspension or expulsion of a student from Campbell County School District during the school year:

1. Continued willful disobedience or open defiance of the authority of school personnel;
2. Willful destruction or defacing of school property during the school year or any recess or vacation;
3. Any behavior which in the judgment of the local Board of Trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language, or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel;
4. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence; and/or
5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102 (a)(xl) or within the boundaries of real property used by the district primarily for the education of students in Grades kindergarten through twelve (12).

Students Subject to IDEA (Individuals With Disabilities Education Act 2004, as Amended)

Suspension or expulsion of any child with a disability, as defined by IDEA, will be disciplined as provided in the procedures and requirements of IDEA and the rules and regulations of the Wyoming Department of Education.

Students Subject to Section 504 of the Rehabilitation Act, as Amended

Suspension or expulsion of any child with a disability, as defined by Section 504, will be disciplined as provided in the procedures and requirements of Section 504 and the rules and regulations of the Wyoming Department of Education.

ADOPTION DATE: July 13, 1976; Revised October 11, 1993; Editorial Revision November 22, 1993, Editorial Revision January 23, 2001; Revised April 28, 2009 (Regulation and policy merged)

LEGAL REFERENCE(S): Wyoming State Board of Education Rules and Regulations Governing Services for Children with Disabilities; W.S. 21-4-305, W.S. 21-4-306, W.S. 21-2202(a) (xviii)

CROSS REFERENCE(S): (formerly 5114) 5123.4, 5131.1, 5131.5.

ADMINISTRATIVE REGULATION:

The possession, distribution or use of alcoholic beverages, tobacco, or drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited.

Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or substances.

Any student suspected of being under the influence of alcohol, drugs, or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation.

The reference herein to “other substance” is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing the consumer’s judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, “spice,” “K-2,” “Black Mamba,” “Puff,” “Sugar Sticks,” herbal incense, Salvia Divinorum, Salvinorum A, or any other substance, whether organic or non-organic, which substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer’s judgment or motor skills or in such a way as to be contrary to their intended use or purpose. It is also prohibited to have in the student’s possession, be under the influence of, or have in the student’s blood stream any intoxicant, inhalant (not intended for that specific purpose or need) or any substance represented by the student to be a “drug” as defined by this policy. In addition, it is prohibited for a student to possess “drug paraphernalia” as defined by the Wyoming Controlled Substances Act of 1971. It is the policy of the District that the possession, use or distribution of substances represented as drugs is detrimental to the education, safety, and welfare of students.

A student who violates any part of this policy shall be subject to discipline which may include suspension or expulsion.

To help students who are identified as abusing alcohol/drugs/substances, District and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such District and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The District will develop programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances.

The District will provide counseling service that will make it possible for students to seek and obtain counseling for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received.

Definitions

“Alcoholic beverages” means any alcoholic liquor or malt beverage as defined by Wyoming statutes.

“Tobacco” means any of a genus (*Nicotiana*) of chiefly American plants of the nightshade family with viscid foliage and tubular flowers. The leaves of such plants are normally used and marketed for smoking, chewing, or as snuff.

“Drug” refers to any controlled substance as defined by Wyoming statutes.

“Drug paraphernalia” means all equipment, products and materials described in the Wyoming Controlled Substances Act of 1971 (and any amendment thereof) and of any kind when used, advertised for use, intended for use or designed for use for manufacturing, converting, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act and includes:

1. Isomerization devices when used, advertised for use, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance;
2. Quinine hydrochloride, mannitol and mannite when used, advertised for use, intended for use or designed for use in diluting controlled substances;
3. Separation gins and sifters when used or advertised for use in removing twigs and seeds from or in otherwise cleaning or refining marijuana;
4. Objects when used, advertised for use, intended for use or designed for use in injecting controlled substances into the human body;
5. The following objects when used, advertised for use, intended for use or designed for use in ingesting, inhaling or otherwise introducing marijuana, cocaine, hashish or hashish oil or any other controlled substance into the human body:
 - Metal, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls;
 - Carburetion tubes;
 - Carburetion masks;
 - Chamber pipes;
 - Carburetor pipes;
 - Electric pipes;
 - Air-driven pipes;
 - Chillums
 - Bongs; and/or
 - Ice pipes or chillers.

“Substance” means any substance, whether organic, or non-organic, which can be smoked, huffed, inhaled, consumed, absorbed, or otherwise ingested for the purpose of generating a high or rush, or otherwise altering the mental processing, or impairing the consumer’s judgment or motor skills, or for the use contrary to the lawful and intended use of the substance, excluding any substance taken pursuant to a lawful medical prescription or which is used in the manner in which it is intended to be used for a legitimate medical or healthy condition. The term

substance includes, but is not limited to glue, paint, Dust-Off, petroleum products, “spice,” K-2,” “Black Mamba,” “Puff,” “Sugar Sticks,” herbal incense, Salvia Divinorum or Salvinorum A. “Drug or Substance Trafficking/Providing” refers to any involvement in the process of delivery or actual delivery of a drug/substance or any substance delivered or in the process of being delivered which is represented by the trafficker to be a drug or substance as defined in this policy.

“Possession” means any exercise of control or dominion.

“Suspected” means reasonable suspicion, based on observations and/or information received which would lead a reasonable person to believe that the student has violated or is violating this policy.

“Under the influence” means ingestion of alcoholic beverage or dangerous/illegal drug or substance affecting any physical or mental capacity/ability.

ADOPTION DATE: July 13, 1976, Revised July 19, 2000; Reviewed December 9, 2008; Revised January 27, 2009; Major Revision December 14, 2010

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

WEAPONS

Policy 5260

Possession of a weapon on school property, on a school bus, or at any school-sponsored activity is prohibited. A student found to be in possession of a weapon on school premises before, during or after school, or at any school-sponsored activity, will be subject to disciplinary and/or legal action.

Any student who violates the provisions of the federal Gun-Free Schools Act of 1994 by bringing a weapon/firearm to school will be expelled from school for a period of not less than one year. For this paragraph, a “weapon/firearm” means a firearm as defined in Section 921 of Title 18, United States Code.

The Superintendent may recommend to the Board modification of this expulsion requirement for students on a case-by-case basis.

ADOPTION DATE: May 9, 1994; Revised September 12, 1994; Reviewed June 14, 2011

LEGAL REFERENCE(S): Wyoming Education Code 21-4-305, 306; Gun-Free Schools Act of 1994; Section 921 of Title 18, U.S. Code

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 5260R

WEAPONS

Regulation 5260-R

Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples are firearms, knuckles, switch blade/butterfly knives, chains, clubs, stars, etc.
2. Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, pocket knives, etc.

A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon and will be subject to disciplinary action.

A student using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subject to extended suspension or expulsion proceedings or to other appropriate disciplinary and/or legal action.

A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.

Administrators or other delegated school officials, in their professional judgment, will confiscate any article identified as a weapon elsewhere in this regulation or used as a weapon under the definitions and circumstances described in this policy and regulation. Such articles will be turned over to the appropriate law enforcement agency, and the student will be subject to disciplinary and/or legal action.

Under Section 921 of Title 18, U.S. Code, “firearms” are defined in part as:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any such weapon;
- The frame or receiver or any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device. Such term does not include an antique firearm.

"Possession" means having a weapon in the student’s personal possession, which includes the student’s vehicle, desk or locker.

ADOPTION DATE: May 9, 1994; Revised April 10, 1995; Editorial Revision June 14, 2011

LEGAL REFERENCE(S): Wyoming Education Code 21-4-305, 306; Gun-Free Schools Act of 1994; Section 921 of Title 18 of U.S. Code

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

V. INSTRUCTIONAL

GRADING AND REPORTING STUDENT PROGRESS

Policy 5121

Evaluating and reporting student progress at regular intervals is an important part of the educational process. To be constructive, the evaluation and reporting system must be as fair and objective as possible. The process must be understandable to students and to their parents, and it must indicate as honestly and accurately as possible the strengths and weaknesses of each student’s performance.

Procedures for grading and reporting student progress must be approved by the Superintendent and published in parent and teacher handbooks.

ADOPTION DATE: July 12, 1983; revised August 9, 1988; Reviewed July 16, 2008

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 5121-R

Frequency of Grade Reporting

1. Grades are to be reported to parents each nine weeks.
2. Parents are to be encouraged to request a parent-teacher conference to discuss grades and student progress.
3. Parents of student averaging a grade of N, I, D or lower during the fourth week of a grading period are to receive notification of those grades from the teacher no later than the fifth week of the grading period.

Course Grade Plans

1. The grade reports and semester grades will generally include assigned work, test scores and special projects.
2. Each teacher is to have as a part of his/her course grading plan a procedure that will prevent students from being unduly penalized for a low score that falls out of the range of that student's normal performance in that course.
3. A teacher who chooses a course grading plan other than outlined herein may implement that plan in the classroom if prior approval is given by the principal.
4. Students are to be made aware of the grading plan used by the teacher(s) from who they are taking courses.

Kindergarten and Grade 1

1. Student evaluations are based on the degree of mastery of objectives or goals.
2. Symbols used for performance:
Yes - Student has met the expectation for the quarter.
No - Student has not met the expectations for the quarter.
X - Not assessed at this time district wide.
Blank - Not assessed at this time.
E - Excellent
S - Satisfactory
N - Not Satisfactory

Grade 2

1. Student evaluations are based on the degree of mastery of content and performance standards or goals.
2. Code for grade level expectations at this time:
Blank - Not evaluated at this time.
4 - Advanced
3 - Proficient
2 - Basic
1 - Below Basic
E- Excellent
S - Satisfactory
N - Not Satisfactory

Grades 1-6

1. Art, music and physical education will be ESN only.
2. Code for other subjects:
E - Excellent
S - Satisfactory
N - Not Satisfactory

Grade 3

1. Student evaluations are based on the degree of mastery of content and performance standards or goals.
2. Letter grades (A-F) will be given in math and language arts.
3. Science, social studies, art, music, and wellness will be ESN only.
E- Excellent
S- Satisfactory
N - Not satisfactory
4. A separate checklist may be used for work ethic.

Grades 4-12

1. Student evaluations are based on the degree of mastery of content and performance standards or goals as stated in the elementary curriculum guide, the junior high course syllabus handbook, or the senior high course syllabus handbook. The progress reported will be for academic achievement. The Grade Conversion Chart will be used for conversion of grades from percentage, to letter grades, to Class Rank GPA, to Cumulative GPA.
2. Letter grades from the Conversion Chart will be displayed on report cards and kept in permanent student records.
3. Class Rank GPA will be determined according to the Conversion Chart. Only students progressing toward a regular diploma will be included in class rank. Class Rank GPA will ONLY be used to report class rank and to make determinations for valedictorian/salutatorian honors.
4. Cumulative GPA will be determined according to the Conversion Chart. This GPA is considered the student's official GPA and will be reported on student transcripts.
5. Academic Achievement Conversion Charts (Grades 4-12)

Academic Achievement	Percent Score	Letter Grade	Class Rank GPA	Cumulative GPA
Excellent	98-100	A+	4.000	4.0
	93-97	A	4.000	4.0
	90-92	A-	3.666	4.0
Above Average	88-89	B+	3.333	3.0
	83-87	B	3.000	3.0
	80-82	B-	2.666	3.0
Average	78-79	C+	2.333	2.0
	73-77	C	2.000	2.0
	70-72	C-	1.666	2.0
Below Average	68-69	D+	1.333	1.0
	63-67	D	1.000	1.0
	60-62	D-	.666	1.0
Failing	59 & Below	F	.000	0.0

Late Work, Incompletes and Cheating

1. Students submitting work late due to an excused absence will be permitted to do makeup work without penalty within a reasonable amount of time as established by each school.
2. Students are expected to complete all assigned work on time. Students not completing assignments may be required to spend additional time in school until the work is completed. Late work submitted after the original due date may be subject to penalty.
3. An "F" grade or equivalent is to be recorded in the record book for all work not handed in within the allowable time. Missed school work or work not handed in which results in an incomplete on a report card must be made up within two weeks after the reporting period has ended, or an automatic failure will be recorded.
4. Students found to have cheated on a test or other assignment will receive an F for that work. Other appropriate disciplinary action may be taken.

Withdrawal From Class During a Semester

1. Report cards in Grades 7-12 will use the following symbols for withdrawals. However, these symbols will not be used for determining GPA:
2. WP - Withdraw Passing - The student had a grade average of D- or better when he/she withdrew from the class. No credit is issued.
3. WF - Withdraw Failing - The student had a grade average of F when he/she withdrew from the class.
4. Students who drop a class without completing the requirements for a grade will receive no semester credit for that class.

Repeating a Failed Class (Grades 9-12)

When a student repeats a failed class, the "F" is deleted for the failed class and an "R" is recorded. The failed class remains on the transcript with an "R" grade but is not used in figuring the GPA. The repeated course is listed on the transcript with the grade earned and is used in figuring the GPA.

ADOPTION DATE: June 27, 1988; revised December, 2000, revised August, 2001; Revised May 22, 2007; Revised November 6, 2007; Reviewed July 16, 2008; Revised July 21, 2010

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5121

ADMINISTRATIVE REGULATION:

HOMEWORK

Policy 6140

The Board of Trustees recognizes homework as a valuable part of the learning process. It will be used to reinforce and supplement the school learning process and enhance the curriculum. Parents have every right to expect a general school-wide homework policy that promotes academic achievement, accountability, and responsibility. Professional school staff will make informed judgments regarding homework that take into consideration the increased demands on the non-school lives of children and home situations.

It is recognized that there are many meaningful learning experiences for students outside the school days, and teachers should be considerate of these activities. Homework assignments should not prevent students from being involved in these activities or with the assumption of responsibilities at home.

ADOPTION DATE: September 28, 1998
 LEGAL REFERENCE(S):
 ADMINISTRATIVE REGULATION: 6140-R

HOMework

Regulation 6140-R

Each school in Campbell County School District will set and communicate homework expectations to students, parents, and staff, and teachers will assign homework according to age, maturity level, individual needs, and interest of the students.

Homework will be used by teachers as an extension of classroom instruction to expand or enrich the regular class work or to assure mastery of academic goals and objectives.

Teachers will be aware of student time constraints and homework in other classes.

Following are some suggested general guidelines for the amount of time, per student, to be spent doing homework. As these are average guidelines, teachers need to be cognizant of individual student differences when assigning homework.

Grade	Minutes per student per day	Per student per week
Primary K-3	10-20 minutes	1-3 hours
Intermediate 4-6	20-30 minutes	2-4 hours
Junior High	30-45 minutes	4-8 hours
High School	45-60 minutes	5-10 hours

ADOPTION DATE: September 28, 1998
 LEGAL REFERENCE(S):
 CROSS REFERENCE(S): 6130
 ADMINISTRATIVE REGULATION:

STUDENT RETENTION AND PROMOTION

Policy 5123

Students in Campbell County School District schools may be retained for valid educational reasons. Procedures for determining whether a student will be retained are outlined in Regulation 5123.2-R.

ADOPTION DATE: August 9, 1977; January 10, 1978; Revised: March 13, 1984; January 12, 1988; Reviewed October 14, 2008; Reviewed, Revised and Re-numbered July 21, 2010.
 LEGAL REFERENCE(S):
 CROSS REFERENCE(S): Previously numbered 5123.2
 ADMINISTRATIVE REGULATION: 5123-R

STUDENT RETENTION AND PROMOTION

Regulation 5123-R

Elementary Regulation for Retention K-6

Campbell County School District recognizes that additional time is required by some students to be able to perform successfully at grade level. Therefore, programs such as Extended Learning Opportunities and other building and District programs are provided to help meet the needs of these learners. However, if the student is not performing at grade level after these substantial interventions, he or she may be retained.

The decision for retention lies with the building teachers and principal with input from the parent. Parents should be notified by the close of the third quarter if there is any possibility of retention. Students enrolling during second semester will be dealt with on an individual basis.

Junior High

To be promoted to the next grade, a pupil must pass the equivalent of five full-year courses in the current academic year. The five courses passed must include two courses from the following list: mathematics, English, science and social studies. The remaining three may be from any other courses taken. The parent/guardian of a student desiring promotion with four or more units, yet failing to meet specific units required for promotion, must apply to the appropriate junior high school principal for a waiver of the requirements.

Parents should be notified by the end of the third quarter if there is any possibility of retention. Notice of retention will be sent during the month of June.

Second-year ninth grade students enrolled in a Campbell County junior high school who complete tenth grade admission requirements by the end of the fall semester will begin tenth grade course work at the start of the spring semester.

Senior High

In order to be regularly enrolled as a sophomore in a senior high school, a student must successfully complete a minimum of four (4) units of ninth grade credit. Two (2) of these must be from the basic courses (English, science, mathematics and social studies). Any student attempting to enroll as a sophomore with four (4) or more units, yet failing to meet specific units required for enrollment, must apply to the appropriate high school principal for a waiver of requirements.

To be classified as an eleventh grader, a student must have earned a minimum of nine (9) units of credit in Grades 9-10.

To be classified as a twelfth grader, a student must have earned a minimum of 15 credits in Grades 9-11. Students will be members of a class and will participate in class activities according to the number of credit units earned.

ADOPTION DATE: January 12, 1988; revised July 12, 1988; revised March 13, 2000; Reviewed October 14, 2008; Revised and Re-numbered July 21, 2010.

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5123

ADMINISTRATIVE REGULATION:

VI. MISCELLANEOUS

EMERGENCY PREPAREDNESS

Wyoming Statute 35-9-505 (b): Applicability; fire and safety drills required in schools; supervision of drills.

In every public and private school in Wyoming, there shall be a fire drill at least once every month. Safety drills may be used in lieu of fire drills if approved by and coordinated with the local fire department, provided fire drills are conducted at each school not less than four (4) times during any one (1) academic year, and further provided the school's fire alarm is tested at each fire or safety drill. A safety drill includes any organized response to a potential threat to the

health and safety of the student population. The school administration shall supervise and administer this subsection and shall determine the types of safety drills appropriate for each school. In localities where a paid fire department is maintained, a fire department member shall be requested to be in attendance at each fire or safety drill conducted within a school for the purpose of instruction and constructive criticism.

Campbell County schools will have a drill every month, based on the above statute. The school district does work with the fire department and other local emergency agencies to conduct drills based on all types of crises. Please contact your principal for more information about the district and school's crisis management plan.

CRISIS MANAGEMENT

Policy 5107

Our children have a basic need for safety and security. Any event which threatens that feeling of safety and security will be considered a crisis. The possibilities for crisis situations that could impact the District are unlimited. Those include, but may not be limited to, suicide, acts of violence, death, or trauma.

Each school will develop a Crisis Management Plan which will include actions to:

- prevent crisis situations from occurring,
- deal with the immediate aftermath of crises, and
- provide long-term follow-up for those affected by crises.

ADOPTION DATE: July 28, 1992; Reviewed September 27, 1993; Revised September 24, 2002; Revised May 13, 2008

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5105, 5105-R, 5250

ADMINISTRATIVE REGULATION: 5107-R

CRISIS MANAGEMENT

Regulation 5107-R

Building Level Teams

In each school, a building level team will develop a crisis management plan to deal with prevention, crisis aftermath and long-term follow-up. The building team will be composed of building staff. Members of the team should have an interest in crisis management, be willing to serve, and have the time and flexibility to be trained and to respond in crisis situations.

The suggested chair of the building team is the building principal. Other suggested members of building teams include counselors, teachers, psychologists, social workers, nurses, members of alcohol and drug abuse preventions teams, and clerical staff.

All team members will be trained to serve as liaisons with specified groups within the school and community. Each team member will be responsible for one of the following: law enforcement, medical, students, parents, public information, clergy, mental health agencies and funeral homes.

Suicide Prevention

Suicidal students are in imminent danger and must be dealt with immediately. The following procedures are recommended when dealing with students who have been identified as suicidal:

1. Life Threatening Attempt
 - Do not leave the student unattended at any time.
 - Dial 911 for assistance.

- Contact a building principal.
- Contact the student's parents(s) or guardian(s).
- Write an anecdotal incident report.
- Contact the Superintendent's Office immediately, and follow with a copy of the incident report as soon as possible. A copy of the report should also go to the building file and to the director of special programs.

2. Threats

The staff member who first becomes aware of the situation will contact a building principal who will then become the "case manager" for the situation. The expertise of any staff member may be used to assist the principal.

The case manager will contact the parents or guardians immediately to inform them of the situation, advise them of suggested courses of actions and describe available services. Services may include, but are not limited to Campbell County Memorial Hospital, doctors, ministers, psychologists and psychiatrists.

The case manager will contact members of the Crisis Management Team.

The crisis team will assist the case manager in formulating the next steps for the individual student. The team will also determine disposition of the situation where:

- The parent cannot be contacted,
- A parent refuses to follow through with requested actions, or
- The case manager determines such action is necessary.

The case manager will refer the student to the appropriate mental health agency or mental health practitioner if the parents request such assistance from the school.

If the parent refuses to allow a referral, and the crisis team and case manager determine there is a serious threat, one of the following agencies should be contacted:

- City police department,
- Sheriff's office,
- County attorney's office,
- Department of Family Services, or
- Campbell County Memorial Hospital.

The Superintendent is to be contacted immediately. A copy of the incident report is to be forwarded as soon as possible to the Superintendent and the director of special programs.

The case manager is to provide follow-up investigation in the following areas:

- Is the student receiving help?
- Are there other avenues which should be explored to provide further assistance?

ADOPTION DATE: July 28, 1992; Reviewed September 27, 1993; Revised May 13, 2008

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5105, 5105-R, 5107, 5250

ADMINISTRATIVE REGULATION:

EMERGENCY SCHOOL DISMISSAL

Policy 6114

The Board of Trustees recognizes that emergencies will occur and directs the Superintendent to formulate procedures and regulations to follow in such emergencies. A copy of these regulations

and procedures will be distributed to all schools and these will be followed in the event that early dismissal or the closing of school is necessary. The Superintendent or any designee is to use good judgment in making such decisions.

In the event school closure causes the number of days of school to fall below the state requirement, make-up days will be added to the school calendar at the most opportune time.

ADOPTION DATE: May 25, 1976
LEGAL REFERENCE(S):
CROSS REFERENCE(S):
ADMINISTRATIVE REGULATION: 6114-R

EMERGENCY SCHOOL DISMISSAL

Regulation 6114-R

The following alternate procedures will be used depending on the location and severity of foul weather. Reasonable efforts will be made to notify the public of the specific procedure being used.

- Delayed busing. School opens as scheduled with selected routes delayed by either one or two hours, depending on route and severity of weather.
- Selected route cancellations. School opens as scheduled, but selected rural routes are canceled. Parents may transport students but are not encouraged to.
- Selected school closures.
- County-wide school closure.

ADOPTION DATE: January 14, 2003
CROSS REFERENCE(S): 6114
ADMINISTRATIVE REGULATION:

SCHOOL MEAL PROGRAMS

Policy 5410

Campbell County School District is committed to:

- Participation in the National School Lunch Program,
- Utilization of commodities offered by the U. S. Department of Agriculture,
- Provision of a free and reduced-price meal program for students under its jurisdiction who meet eligibility requirements, and
- Participation in other appropriate food programs which may become available.

In accordance with free and reduced-price meal guidelines and the wishes of the Board of Trustees, no child who meets the eligibility criteria for such benefits will be denied simply because proper application has not been received from the student's parent(s)/guardian(s). School officials may complete an application for a student known to be eligible if the household fails to apply as allowable and in accordance with federal requirements regarding the determination of eligibility for free and reduced-price meals in the National School Lunch Program and the School Breakfast Program.

ADOPTION DATE: August 24, 1976; Draft Revision 12/14/95 (Formerly Policy No. 5146.1); Revised January 11, 2011
LEGAL REFERENCES:
CROSS REFERENCE:
ADMINISTRATIVE REGULATION:

SCHOOL LUNCH - JUNIOR HIGH SCHOOLS

Policy 5425

The junior high schools in Campbell County School District operate under a closed campus plan. Students in those schools must stay at school during lunch periods with one exception: The school principal may grant a lunch period pass to any student who lives close enough to the school to get home for lunch and back to school within the allotted lunch period time. Parents must make a written request to the principal for their child's lunch pass.

ADOPTION DATE: February 23, 1983; Revised January 10, 1994; Reviewed with no changes January 11, 2011

LEGAL REFERENCE(S):

CROSS REFERENCE(S): (formerly 5146)

ADMINISTRATIVE REGULATION:

UNUSED SCHOOL LUNCH CREDIT

Policy 3500

Students who have credit remaining in the School Lunch Fund account when they leave Campbell County School District, or after the last day of an academic year, are entitled to full refunds. When possible, refunds will be issued by the school on the last day of attendance. Credits not refunded at the end of the school year may be refunded by check or carried over to the next school year as a credit in the student's account.

For students who leave during the school year without requesting a refund, a check will automatically be processed and sent to the parent or guardian's last known address.

All checks which have not been cashed or are undeliverable will be voided after a 12-month period and the funds forwarded to the Office of the State Treasurer, Unclaimed Property Division.

ADOPTION DATE: July 9, 1991; Reviewed September 11, 1995; Revised April 28, 1997; Editorial revision September 13, 2005

LEGAL REFERENCE(S): W.S. 34-24-113

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

VII. TECHNOLOGY

TECHNOLOGY: SECURITY, SHARING OF RESOURCES, INTERNET ACCEPTABLE USE Policy 6150

Campbell County School District provides access to local network resources as well as connectivity to the Internet. Through the Internet we are connected to an electronic highway connecting thousands of computers all over the world. Students have access to a wide variety of resources including: access to many university and government libraries and library catalogs; electronic mail; information and news from countless federal and international agencies and governments; public domain software and shareware of all types.

Security/Sharing of Resources

The Internet is coordinated through a complex association of government agencies, business and industry networks. The smooth operation of the network relies upon the proper conduct of the end users, who must adhere to certain Wyoming Equality Network guidelines. In addition, the District has defined CCSD Technology Guidelines in addressing both the rights and responsibilities of students, staff, parents, and Board members who access not only Internet resources but also local resources. To ensure proper operations of local networks and access to the Internet, all users must follow the guidelines set forth in the CCSD Technology Guidelines.

Internet Acceptable Use

With Internet providing access to computers and people all over the world, students could also gain access to material that would not be considered to be of educational value or to be appropriate in the context of a school setting. Campbell County School District is committed to instructing students on the proper usage of the Internet. Site blocking is provided District wide. However, on a global network, it is impossible to control access to all materials. An industrious user could access controversial information, if he or she were determined to do so. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

The Internet acceptable use regulations are detailed in Regulation 6150-R. By signing these agreements, students are acknowledging that they are aware of their rights and responsibilities as District users of the Internet. Users will be required to sign an Internet Usage Agreement in a form provided by the District. In general, this agreement requires efficient, ethical and legal utilization of the network's resources. If a Campbell County School District student violates any of these provisions, his or her account will be terminated, and future access could be denied. A violation of the Internet Usage Agreement by a student may be considered as willful disobedience and defiance of the authority of school personnel. The student shall be subject to disciplinary action as determined by District administration.

ADOPTION DATE: May 13, 1996; April 8, 2003; Revised January 10, 2006

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 6150-R

INTERNET ACCEPTABLE USE

Regulation 6150-R

Internet Acceptable Use Agreement

Please read the following carefully before signing this document. This is a legally binding document.

Internet access is provided to students in Campbell County School District through a state system called the Wyoming Equality Network. The Internet offers vast, diverse and unique resources. Our goal in providing this service is to promote educational excellence in Campbell County schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world.

Approved users have access to:

- Electronic mail communication with people all over the world.
- Information and news.
- Public domain and shareware of all types.
- Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics.
- Access to many university and governmental libraries.
- Other privately funded educational databases.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Campbell County School District has taken precautions to restrict access to controversial materials. Site blocking is in place. However, on a global network it is impossible to control all materials, and

an industrious user may discover controversial information. We firmly believe the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with educational goals.

Internet access is coordinated through a complex association of government agencies, businesses, and industry networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of network resources. If a user violates any of these provisions, his or her access will be terminated, and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet - Terms and Conditions

1. Acceptable Use

Our purpose for Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying or for the sale of goods or personal gain is prohibited.

2. Privileges

The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will participate in a discussion with a District faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use, and their decision will be final. The District may, at any time, deny, revoke, or suspend specific user access.

3. Netiquette

Users will abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- The user should not reveal his/her personal address or phone number or those of students or colleagues.
- Illegal activities are strictly forbidden.
- Note that electronic mail (e-mail) is not guaranteed to be private. However, e-mail should be treated professionally, i.e., not forwarding sensitive information about students or personnel, parent concerns, or forwarding information to unintended or inappropriate recipients. Messages relating to or in support of illegal activities may be reported to authorities.
- Do not use the network in such a way that would disrupt use of the network by other users.

4. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, error or omissions.
5. **Vandalism**
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

6. **Exception of Terms and Conditions**
All terms and conditions as stated in this document are applicable to the District and to the use of the Internet. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions will be governed and interpreted in accordance with the laws of the State of Wyoming and the United States of America.
7. Impersonation is the use of another user's password or the intentional misrepresentation of one's self.
8. Hacking is the purposeful attempt to seek access to an account normally not accessible. This includes trial and error attempts, the use of password "crackers" or "sniffers" and other activities deemed unethical.

Student Internet Usage Rules

1. General violations include the following:
 - Intentional visitation of sites which are not deemed appropriate
 - Attempts to break into anyone's computer
 - Accessing a site with intent to steal or commit fraud
 - Accessing any server with intent to damage, change or destroy
 - Accessing a computer to retrieve other students' work
 - Downloading any computer program
 - Live chats on any chat line
 - Accessing streaming video or audio sites.
2. E-mail violations include the following:
 - Mailing from any web site without teacher's consent
 - Mailing from any teacher's e-mail account without consent.
3. If teacher's consent is given, e-mail must be used appropriately. Inappropriate use of mail would comprise of activities such as:
 - Threatening harm to a person or to property.
 - Messages which are obscene, offensive, crude or indecent.
 - Messages that do not identify the sender.
 - Messages which insult or slander.

- Messages which blackmail or place demands on someone.
- Messages which promote any illegal activity.
- Messages which annoy, abuse or harass another person.
- Messages which are political in nature or intent.
- Messages which promote the sale of goods or services for personal gain.
- Mass e-mailing. E-mails to all staff is prohibited.
- Listserves may only be subscribed to by staff.

Student Training

Formal Internet usage training will take place at least once during each of the following grade categories: K-3, 4-6, 7-9, and 10-12. The Internet Usage Agreement will need to be signed by the teacher responsible for Internet instruction at the formal training. Informal training may take place on an annual basis, as deemed appropriate by the building administrator.

Campbell County School District recognizes that students in Grades K-3 may not be cognizant of violations of appropriate use. Parents of K-3 children will be notified if incidental or inadvertent material is accessed. Intentional access and violations of this policy by any student will result in the contact of the parent/guardian. Repeated offenses will be dealt with at the building level and referred to action outlined below. (NOTE: The application form is not included in this publication; however, it is available as part of Regulation 6150-R at www.campbellcountyschools.net.)

ADOPTION DATE: May 13, 1996; Revised April 8, 2003; Revised January 10, 2006; Revised September 18, 2009

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 6150

ADMINISTRATIVE REGULATION:

STUDENT USE OF ELECTRONIC AND RECORDING DEVICES

Policy 5330

Scope

These guidelines apply to individual students and to any electronic recording device, including, but not limited to, cellular telephones, digital cameras, stand-alone video cameras, Internet accessible webcams, video recorders, audio recorders, personal laptop computers, handhelds, portable music players, unauthorized calculators, unauthorized electronic dictionaries, personal digital assistants and software designed to monitor computer use by a specific user.

Existing Policies and Practices

Use of these devices and application of these guidelines must comply with existing district policies and practices, including, but not limited to, the Sexual Harassment Policy, the Student Code of Conduct, the Information Technology Acceptable Use Policy, and other applicable building procedures, district policies and laws.

Acceptable Uses

Use of electronic recording devices to facilitate specific instructional and administrative services is permitted based on established policies and practices. Such uses include, but are not limited to, district publications, athletic programs and theatrical productions.

Specific district venues or events may have additional guidelines for use of electronic devices. It is the responsibility of the owner/sponsor to notify attendees of any restrictions that may apply, e.g., Athletics, Recreational Sports, Cam-Plex Events Center, etc.

Absent approved policies, standards, guidelines and procedures to the contrary for such authorized services, the guidelines below should be followed.

Expectation of Privacy

Taking photos or making audio or video recordings without permission in ANY context in which the person has a reasonable expectation of privacy such private offices, restrooms, changing rooms, labs, classrooms, and conference rooms is prohibited. Only persons authorized, by the building administrator, will be allowed to photograph or record in restricted areas for specific purposes will be allowed to do so. These persons might include media or yearbook photojournalists.

A picture or recording taken in an inappropriate situation is also not acceptable to be published. In other words, a picture or recording taken under prohibited conditions is also prohibited from being published. This includes pictures taken off district property and brought to the District for distribution. Transmission on the Internet constitutes publication. Additionally, all media transmitted are subject to all applicable policies and laws, including copyright, as is any other digital document. The use of electronic devices to transmit or record images or conversations without explicit permission and acknowledgment of all parties is prohibited. Exceptions for law enforcement purposes may be granted. Any other exceptions must comply with applicable policies and laws and be approved by the Superintendent or designee.

Use in Classes, Exams and Meetings

During classes, exams or meetings, electronic communication devices (e.g., cell phones, pagers, handhelds, etc.) shall be turned off. Exceptions may be made in an emergency or other unusual circumstance or for an educational reason or exception. When use of electronic devices is necessary, arrangements should be made in advance when feasible with the instructor or meeting sponsor. It is up to the instructor, sponsor or leader to inform participants regarding specific prohibitions or allowances prior to the start of the class or meeting.

Electronic devices may be used to record a lecture, presentation, interview or similar activity with prior permission of the individual being recorded. This permission does not extend to others who may be present. Written permission must be obtained prior to recording or transmitting someone's image or speech over the airwaves, on the web, as part of a class assignment or any district-sponsored activity or program. Absence of permission may constitute a copyright violation.

A student may be found to have engaged in academic dishonesty if he or she provides inappropriate aid to another person in connection with a test, assignment or other material used or intended to be used to evaluate academic performance. This includes the unauthorized use of electronic devices to record, copy, photograph, or otherwise transmit related materials.

Violations

Violation of this policy may result in the following: access privileges being revoked, and students may be subject to appropriate legal action. In addition, as a student, any violation of this policy may be considered willful disobedience and defiance of the authority of school personnel

and may result in disciplinary action to include suspension or expulsion as determined by district administration.

ADOPTION DATE: January 24, 2006; Revised April 12, 2011

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

VIII. ADDITIONAL DISTRICT INFORMATION

TITLE III, ENGLISH LEARNERS (ELs), AND TRANSLATION SERVICES

Federal Title III guidelines require educational opportunities for ELs to be successful in CCSD. The Home Language Survey (HLS) on the Student Registration Form identifies students who have a language other than English. Shortly after enrolling, ELs are given a screening assessment to help determine their level of English proficiency. ELs who are limited English proficient (LEP) are entitled to instructional interventions that will allow them to better access CCSD's curricula and acquire proficiency in English. CCSD provides elementary and secondary English as a Second Language (ESL) pullout programs at selected locations. As a parent, you may request or refuse an ESL pullout program for your child. Translation services are coordinated through CCSD's Title III office to help families with questions about essential education programs in their school and the district. Parents who have questions or concerns regarding Title III or translation services are encouraged to contact the Director of Title III, Dr. Barry L. Jankord, at Meadowlark School, 682-4740 or 816 East Seventh Street, Gillette, WY 82716.

DISCIPLINE

The schools of Campbell County expect acceptable behavior from all students, and the goal of this discipline plan is to help students exhibit acceptable standards of conduct. Discipline should not be confused with punishment. When discipline is necessary, corrective measures used will depend on the nature and frequency of the misconduct and the degree to which the student is willing to try to correct the undesirable behavior.

Corrective measures will begin at a minimal level and then proceed to more severe levels. These procedures may include but are not limited to student conferences with school personnel, detention, loss of school privileges, work detail, action plan (written or oral), parent/guardian conference with school personnel, modified school program, corporal discipline, suspension, referral to police or other appropriate community agencies, referral to superintendent, and/or expulsion.

A principal, during an absence, may appoint a teacher as temporary acting principal.

Nothing herein contained shall be construed as prohibiting or denying to a classroom teacher the right to use such force as may be reasonable and necessary to control a situation within the classroom, to exclude or remove a student from the classroom or school activity, or to escort a student to the principal's office.

ATTENDANCE AREAS

The Campbell County School Board of Trustees has established attendance areas for all students attending Campbell County schools. A student may apply to go to any school that has available room, subject to any conditions set by the principal. Busing outside the attendance area is not provided unless available transportation can be utilized and is approved by the Transportation

Department. Attendance Area Change Requests will be approved or denied by the principal of the receiving school. Approved Attendance Area Change Requests are in effect for the current school year or the remainder of that year.

CLUSTER SCHOOL PRIORITY GUIDELINES

When a school reaches the recommended class size, students should be clustered to other schools using the following guidelines:

1. In cluster situations, the home-based school will be responsible for registering students and then arranging their placement in another school. Every attempt will be made to complete those arrangements within one school day.
2. Additional student(s) will be transported to a cluster school. Proximity, transportation, and class size will be considered when making the placement. Parental choice of cluster schools may be considered if other factors are not adversely affected.
3. When one or more grades is full or closed at the home-based school, a family can choose to split the enrollment of their children between the home-based school and another school that has available room, or the family can enroll their children at a school that has room to accommodate siblings.
4. Cluster students should be offered slots at their home-based school as they become available during the year. Parents have the option of returning their children to the home school or having them stay at the cluster school for the remainder of the year. Remaining in the cluster school does not affect students' priority status for returning to their home school the next school year.
5. Cluster students will return to their home-based schools the next school year on a first-come, first-served basis as space permits. Students would remain as cluster students if there is no space available at their home-based school.
6. District class-size recommendations will be used for determining space for cluster students. Schools with District programs (except Hearing Impaired) serving special needs students may save one slot per grade level for transfers.

EXTREME WEATHER CONDITIONS/SCHOOL CLOSURE/EMERGENCIES

Students will be outside during cold weather. Please make sure your children are dressed in warm clothing. Boots, gloves, hats, and coats help your children to be more comfortable. Appropriate footwear should be worn in wet or snowy weather.

Elementary students will not go outside in extreme weather conditions. Extreme weather will be defined as when the temperature or temperature with wind chill is below. Factors that may be taken into consideration are wind chill, precipitation, playground exposure, and length of recess.

Requests for students to stay in at recess because of illness will require a written request from the parent/guardian stating the reason. This request will be honored for one day. Additional days may require an excuse from a physician or the school nurse.

If a blizzard occurs, schools may be closed. Parents should assume buses are running normally and schools are open as scheduled unless they receive a message from a district administrator via a mass communication system or hear announcements to the contrary on the radio.

Administrators may notify parents of school closures and other emergencies through recorded messages facilitated through the mass communication system, which distributes information to parents via telephone and/or e-mail. Inclement weather decisions are generally made between 5:30 and 6:00 a.m.

SPECIAL DIETS AND MEAL PRICES

Special diets/needs are available for meals upon request; however, a note from the student's physician is required.

Breakfast is served daily at most schools. Check your school for specific serving times. Breakfast is \$1.25 for elementary students, \$1.50 for secondary students, and \$1.75 for adults. White and chocolate milk is offered daily with meals, as well as sold separately. The price is 40¢ for white milk and chocolate milk.

Lunches are provided in the schools in compliance with federal regulations/programs. The lunch price for adults is \$3.25. The lunch price for elementary students is \$2.25 for one day, \$11.25 for five days, and \$45 for 20 days. Secondary student lunch prices are \$2.50 for one day, \$12.50 for five days, and \$50 for 20 days. We encourage students to purchase lunches by the week or month. Free and reduced-price meals are available upon application in your school office.

Students will be allowed to charge four meals or a dollar equivalent to four meals. Alternate meals will be given to students who have reached their charge limits. An alternate meal will consist of two meal components.

Please be informed that Campbell County School District uses the service of "Check Solutions" for returned checks. There will be a \$30 charge by "Check Solutions" for each returned check. If you have any questions regarding this, please call 682-5171.

NOTIFICATION OF ASBESTOS INSPECTIONS

In compliance with the U.S. Environmental Protection Agency Asbestos Hazard Emergency Response Act, an accredited asbestos inspector inspects each school building in Campbell County School District every three years. Persons who have questions about asbestos in District buildings are welcome to contact Steve Murphy at 682-2750.

SCHOOL SAFETY TIP LINE

A statewide school safety anonymous tip line is available. This service allows students to report dangerous situations or intended crimes by calling 1-800-78-CRIME (1-800-782-7463).

SECURITY DEVICES

Video and/or audio recording devices, including camera and microphones, may be installed for security and surveillance purposes within the premises and vehicles of Campbell County School District Number One, State of Wyoming.

HATHAWAY SCHOLARSHIP PROGRAM

The state of Wyoming provides Hathaway Merit and Need-Based Scholarships to all Wyoming students attending the University of Wyoming or Wyoming community colleges.

IX. BUILDING INFORMATION (ATTACHED)



WRIGHT JUNIOR/SENIOR HIGH SCHOOL

**220 Wright Blvd.
P.O. Box 490
WRIGHT, WYOMING 82732**

**Phone: (307) 464-0140
Fax: (307) 464-0154**

<http://web.ccsd.k12.wy.us/schools/WJSH/WJSH.html>

POWER SCHOOL

<http://records.ccsd.k12.wy.us/public>

SCHOOL EXPECTATIONS

STUDENTS WILL:

- ❖ **Report to class on time.**
- ❖ **Come prepared to learn.**
- ❖ **Bring paper, writing tool, and required books.**
- ❖ **Come to class with an open mind and positive attitude.**
- ❖ **RESPECT OTHERS AND RESPECT YOURSELF.**

TABLE OF CONTENTS

Vision Statement.....	60
Staff / Board members.....	61
Calendar.....	62
Test Dates	63
Class Times	63
Parking.....	63
Closed Campus.....	63
School Lunch Program.....	63
Locks.....	63
Lockers	64
Fines.....	64
Returned Check Policy.....	64
Fire & Tornado Drills.....	64
What To Do In Case.....	64
Counselor.....	65
Crisis Intervention.....	65
Class schedule.....	66
Graduation Requirements.....	66
Valedictorian & Salutatorian.....	67
Honor Roll.....	67
Schedule Changes.....	67
Correspondence Courses	68
Withdrawing From School	68
Student Expectations	68
Student Attendance Policy	68-69
Tardies, Class Cut, Truancies	69-70
Saturday School	70
Misleading Personnel	70
Passes.....	70
Dance Regulations.....	70-71
Bus Regulations.....	71
School Nurse / Throat Cultures.....	71
Library/Media Center.....	72
Internet Application	73
Minor Infractions.....	74
Moderate Infractions	75
Major Infractions	76
Board Action	77
Drug and Alcohol Abuse.....	77
Graduation Guidelines.....	78

ACTIVITY SECTION

Letter to Parents..... 79

General Activity Policies 80

CCSD Activity Code Guidelines 81-82

Philosophy of Activities/Objectives..... 83

General Activity Policies 83-86
 General Conduct, Training Rules, Return Trip From Out of Town Activity, Illness, Attendance-Day After Activity, Suspension, Conflicts Between Activities, Insurance for Interscholastic Activities, Reporting for a Sport, Attending Practices, Wednesday Night Practices, Holiday Practices, Student Responsibility for Equipment, Athletic Injuries Requiring Medical Attention, Emergency Medical Release, Informed Consent Form From Parent, Isolation Payments, Physicals, Activity Code, Dress & Conduct, Hazing

Extra Curricular Activities Regulation Suspension Procedure 86-88
 Suspension Procedure - CCSD REGULATION 5300-R, Academic Eligibility, Attendance, Illness, Suspension, IDP, Weapons, Student Trips, Activity Code Violations, Guidelines for Student Activity Meals, Special Education

Wyoming High School Activities Association Policies 89-90
 Student in Good Standing, Grades and Credits, Transfer or Change In Schools, Number of Semesters, Age Limit, Physical Examination, Amateur Standing, Number of Practice Days, Awards, Assumed Name, Undue Influence, All-Star Competition, Independent Teams, Specialized Sports Camps

Target Wyoming..... 90

Mascot, School Colors, Song..... 90

Organizations..... 91

Tuition Students from Rural Districts 91

Undue Influence..... 91

False Information..... 91

Two Sports..... 91

Activity Awards..... 91-94

10 Guidelines to Follow 94

WHSAA Good Sport Code..... 95



WRIGHT JUNIOR SENIOR HIGH SCHOOL

TOGETHER

WE WILL ACCOMPLISH MORE

"LET'S PUT OUR MINDS TOGETHER AND SEE WHAT LIFE WE CAN MAKE FOR OUR CHILDREN." - SITTING BULL

TEAM EFFORT

"YOU GET THE BEST OUT OF OTHERS WHEN YOU GIVE THE BEST OF YOURSELF." ~ H. FIRESTONE

INDIVIDUAL ACCOUNTABILITY

"TO GIVE LESS THAN YOUR BEST IS TO SACRIFICE THE GIFT." ~ STEVE PREFONTAINE

CHOICES AND CONSEQUENCES

"WHAT YOU RECEIVE IN LIFE IS A DIRECT REFLECTION OF CHOICES YOU HAVE MADE IN THE PAST." ~ CHARLES AUZQUI

FOCUS ON THE FUTURE

"LIVE YOUR LIFE SO THAT WHEN PEOPLE THINK OF FAIRNESS, CARING, INTEGRITY... THEY THINK OF YOU." ~ ANONYMOUS

WE WILL:

- COMMUNICATE
- ASPIRE
- COMMIT
- PARTICIPATE
- CARE

STUDENTS

WE WILL:

- COMMUNICATE
- SUPPORT
- LEAD
- TRUST
- CARE

PARENTS

WE WILL:

- COMMUNICATE
- INITIATE
- COOPERATE
- SUPPORT
- CARE

COMMUNITY

WE WILL:

- COMMUNICATE
- PROVIDE
- ENCOURAGE
- RESPECT
- CARE

STAFF

"PERFECTION IS NOT ATTAINABLE; BUT, IF YOU CHASE PERFECTION, YOU CATCH EXCELLENCE." ~ VINCE LOMBARDI

CAMPBELL COUNTY SCHOOL BOARD OF TRUSTEES

David Fall	Chairman	687-1300 wk
Susan Shippy	Vice-Chairman	682-7593
Linda Jennings	Treasurer	682-9708
Deb Hepp	Clerk/Asst. Treasurer	464-1404 wk
Lisa Durgin	Trustee	686-0168
Dr. Joe Lawrence	Trustee	686-9062
Anne Ochs	Trustee	682-4550

WRIGHT PARENT ADVISORY BOARD

Shanda Jones- Chairman	464-0806	Term Expires 2013
Melissa Wrigley- Vice Chairman	464-0050	Term Expires 2012
Cheryl Huseth	464-0221	Term Expires 2011
Heather Edwards	464-1264	Term Expires 2011
Jenni Rasmussen	464-1416	Term Expires 2013

DISTRICT ADMINISTRATION

Superintendent of Schools.....	Dr. Richard Strahorn
Associate Superintendent for Instruction	Dr. Boyd Brown
Associate Superintendent for Instructional Support	Dr. Alex Ayers
Assistant Superintendent of Curriculum and Assessment	Steve Fenton
Director of Human Resources	Larry Reznick

WRIGHT JUNIOR/SENIOR HIGH SCHOOL

P.O. Box 490
Wright, WY 82732
307-464-0140

ADMINISTRATION

Principal.....	Hal Johnson
----------------	-------------

FACULTY

English Department.....	Lynn Hansen, Laura Buckingham, Marci Finnell
Mathematics Department.....	Doug Schrader, Lois Ostenson, Eric Robb
Science Department	Phil Sheldon, Sarah Seamands, Charles Seamands
Social Studies Department	Rick Dare, Traci Schladweiler, Rhonda McPherson
Business Education Department.....	Larry Yeradi
Spanish/ Yearbook	Anne Ziegenhorn
German.....	Sarah Glasser
Industrial Technology Teacher.....	Allen Patz
Vo-Ag	John Masters
Family & Consumer Science.....	Brittany Weaver
Instrumental and Vocal Music.....	Mark Adams
Art	Casey VanSickle
Physical Education	Tim Albin, Pat Neely, Wenett Martin
Library/Media Specialist.....	Laura Miller
Library Assistant	Robyn Trandahl/ Janet Easton
Technology Teacher.....	Kelly Glasser
Technology Assistant.....	TBA
Special Education	Glende Hebestreet, Linda Murphy
Nurse	Laura Sickler
Career Specialist.....	Janeen Bissey
Guidance Counselor	James Kingsbury
Special Programs Assistants.....	Cheryl Gulley, Cheryl Ballard, Jacki Wahle, Kerrie Banks, Cooper Jones, Cathy Cook
At-Risk Aide.....	Donna Mann
ESL Teacher's Assistant.....	Maria Cortez
IDP Director	Shari Bothwell

CUSTODIANS

Pete Johnston, Head Custodian
Lynn Hart
Teresa Schuler
Jackie Dobrenz

OFFICE

Michelle Dare
Sherry Morgan
Shelly Edwards

KITCHEN

TBA, Manager
Deb Charon
Leslie Tate
Sandy Lemmel



Campbell County School District

Teaching Effectively - Learning Successfully



2011-2012

July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

S	M	T	W	T	F	S
					1	2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HOLIDAYS, SPECIAL DAYS, AND STUDENT DISMISSAL DAYS

- July 4..... Independence Day
- August 15-19 New Teachers' Induction Days
- Aug 22-26.....All Teachers' Professional Days
- August 29 Students Report
- September 5 Labor Day Holiday
- October 10 Professional Day
- October 28 (43 days)..... End of First Quarter
- Nov. 9-11 Early Dis.-Parent/Teacher Conf.
- November 23-25 Early Dis.-Thanksgiving
- Dec. 16-Jan. 2.....Early Dis.-Holiday Break
- January 13 (40 days) End of Second Quarter
- January 16 Professional Day
- February 20..... President's Day
- February 24..... Early Dismissal-All Schools
- March 2.....Early Dis.-Wright Schools ONLY
- March 9 Early Dis.-Gillette Schools ONLY
- March 16 (43 days)End of Third Quarter
- April 5-9..... Spring Break
- May 24.....Graduation Day-Westwood High School
- May 27..... Graduation Day-CCHS and WJSHS
- May 28..... Memorial Day
- May 31(49 days)**.....Students' Last Day-Early Dis.
- June 1** Professional Day

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
						1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
						1
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 2012

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Special Dates
- ◆ End of Quarter
- Student Vacation Days, All Schools
- Professional Days (No School)
- Professional Day - Early Dismissal

Secondary dismissed at 1:00; Elementary dismissed at 1:30

- ★ Special Dates: Parent/Teacher Conferences
- ⊗ Early Dismissal

Secondary dismissed at 1:00; Elementary dismissed at 1:30

**May 31 is a 'BUILT IN SNOW DAY' and will be the official last day of school. In the event no snow day occurs during the year, the last day for students will be May 30.

IMPORTANT TEST DATES

Sept. 10; Oct. 22; Dec. 10; Feb. 11; Apr. 14
October 12, 11
Nov. 9
TBA
TBA

ACT
PSAT
ASVAB (Juniors)
NAEP (8th gr)
PAWS

CLASS PERIODS

First bell rings at 8:00 a.m.

<u>REGULAR SCHEDULE</u>		<u>EARLY RELEASE SCHEDULE</u>	
1 st	8:04 - 8:50	1 st	8:04 - 8:35
2 nd	8:54 - 9:40	2 nd	8:39 - 9:09
3 rd	9:46 - 10:30	3 rd	9:13 - 9:43
4 th	10:34 - 11:20	4 th	9:47 - 10:17
JH lunch	11:20 - 11:45	5 th	10:21 - 10:51
HS 5 th	11:24 - 12:10	JH lunch	10:54 - 11:19
HS lunch	12:10 - 12:35	HS 6 th	10:54 - 11:23
JH 5 th	11:50 - 12:36	JH 6 th	11:23 - 11:53
6 th	12:40 - 1:26	HS lunch	11:23 - 11:53
7 th	1:30 - 2:16	7 th	11:57 - 12:26
8 th	2:20 - 3:06	8 th	12:30 - 1:00

PARKING LOT REGULATIONS

1) Students must park in the lot behind the school. Faculty members and guests are the only people allowed to park in the front. 2) Park in-between the lines, and only occupy one space. 3) The speed limit in all parking lot areas and driveways is 10 MPH. 4) Students will drive in a safe and orderly manner. 5) Vehicles will be towed at the owner's expense if they are blocking traffic, bus or fire lanes, parked in handicapped parking or parked illegally. 6) Students parking in the vocational area and VoAg lots for purposes of class projects, must have the instructor's approval. 7) WJSHS is not responsible for any thefts, accidents, vandalism or destruction of property. Any accidents should be reported to the attendance office. 8) Consequences of parking lot violations can be found on page 31 of this handbook. 9) ALL OFFENSES WILL RESULT IN A \$5.00 FINE.

CLOSED CAMPUS FOR 7th AND 8th GRADERS

Seventh and eighth grade students must remain on campus and in the designated area during lunch. High school students can leave the campus during lunch but we reserve the right to revoke the privilege if students are tardy after lunch, don't park in the proper place, if they are ticketed for speeding or reckless driving, or if they are turned in for improper behavior by a local business.

SCHOOL LUNCH PROGRAM

Lunches will cost \$2.50 per meal. Free and reduced lunches are available to qualifying students. Lunch accounts will be handled from 7:45 a.m. to 8:00 a.m. Individual food items may be purchased in the lunch line and ala carte line. Please make checks payable to the Campbell County School Lunch Program or you may utilize the on-line service to pay for lunches and/or fines that may have accrued.

LUNCH ROOM RULES

All food and drinks will stay in the cafeteria or outside on the picnic tables. Students and staff will clean up at the end of each lunch period.

TAKE PRIDE IN YOUR SCHOOL

LOCKS

Locks may be picked up in the office without charge to the student unless the lock is not turned in at the end of the year or if the lock is damaged. In that case a \$7.00 charge will be assessed. A student can request a new lock at the office.

LOCKERS

All lockers in the schools of Campbell County are the property of the district and will be provided for student use at no charge. However, costs may be assessed at the end of the school term for damage considered over and above normal use to the lockers or the combination locks. Lockers may be inspected from time to time by the principal or any designated representative for the purpose of school safety, cleanliness, or suspected violations of district policies. Students are expected to remain in the locker assigned to them. Students should keep valuables locked up at all times, and should never tamper with the locks so they remain open.

FINES

Students are responsible for materials damaged or lost and fines may be assessed. Failure to pay fines may result in report cards and/or diplomas being withheld.

RETURNED CHECK POLICY

Please be informed that the Campbell County School District will be using the "CheckRite" service for returned checks. There will be a charge assessed by "CheckRite" for each returned check.

FIRE/TORNADO DRILLS

A fire/tornado drill is a "no nonsense" situation. It is required by Wyoming State Law to have fire/tornado drills during the school year to provide practice in evacuating the building or moving to the designated area with the greatest possible speed, consistent with safety. When the alarm is sounded the students will quickly and quietly move to the designated area in an orderly manner, following the instructions for each classroom. A tornado warning will be signaled by a long intermittent blast of the manual bell.

In the event of a tornado warning, students are to move in an orderly fashion to the hallways at the direction of their teacher. Students must remain with their teacher and class and sit on the floor with their backs to the wall. Students are to avoid areas opposite doorways, under skylights, and by windows or other glass areas. Students will not be permitted to leave except in the presence of a parent and with approval from the Principal's Office.

In the event of an emergency before school, at lunch, or after school, students should report to the teacher they have for their first class of the day.

WHAT TO DO IN CASE

1. You Have a Visitor - Due to the potential for disruption, *NO VISITOR PASSES WILL BE ISSUED*. Parents wishing to visit should check in at the office.
2. You Need To Make A Telephone Call - There is a phone available at the front office counter. This phone is to be used for necessary calls and not for visiting. Please limit calls to 3 minutes. Students are not to use the phones in the classrooms except in an emergency.
3. You Have Something Stolen - Report to the office. The school advises that students not bring large amounts of money or valuables to school. The school cannot assume responsibility for money or valuables that are stolen.
4. You Have Lost An Article Or You Have Found An Article - Report it to the office.
5. You Are Detained by a Teacher - Get a written statement from the teacher who detained you to give to your next teacher.
6. Student Messages - the office will not give telephone messages to students during class unless such messages are for emergency situations. These situations must be explained to the person answering the telephone and will be passed on at the discretion of the administration. The students name will be announced at the end of day and they will need to stop at the office and get the message. It is the responsibility of the student to listen for their name.
7. Seeing the Nurse - If you need to see the nurse in a non-emergency situation, get a pass from your teacher.

THE COUNSELOR

Students at Wright Jr/Sr High School are encouraged to contact the counselor or the staff regarding questions and problems. Problems related to educational, career and personal decisions are areas where counselors can be of assistance.

All students are assigned to James Kingsbury, Counselor.

Complete information on scholarships, testing services, the GED program, and other guidance-related services may be obtained by asking the counselor.

CRISIS INTERVENTION PLAN FOR WRIGHT HIGH SCHOOL

A CRISIS is defined as a situation that demands some form of immediate intervention because of the possible consequences and ramifications of the situation at hand.

The most common crisis situation schools find prevailing today is death by suicide, possession of fire arms, drug overdose, abuse, out of control students and the knowledge of a student with AIDS. A Crisis Intervention Team has been named and procedures have been developed to deal with these situations should they occur.

The CRISIS INTERVENTION TEAM at Wright High School consists of the following staff and faculty:

Hal Johnson, Principal
James Kingsbury, Counselor
Laura Sickler, Nurse
Lynn Hansen, Teacher

Rick Dare, Teacher
Doug Schrader, Teacher
Tim Albin, Teacher
Larry Yeradi, Teacher

When a crisis occurs, the Building Crisis Intervention Team will convene immediately to assess the situation and determine appropriate procedures. If one of the above situations should become obvious to you, you are to report the situation to the most available CIT member. See Crisis Intervention Manual.

Principal: Hal Johnson



2011 - 2012 Master Schedule

Wright Jr. Sr. High School

JH LUNCH 11:20 - 11:50
HS LUNCH 12:10 - 12:40

11:50-12:35 JH

**Revised 6/14/2011

		8:04 - 8:50	8:54 - 9:40	9:44 - 10:30	10:34 - 11:20	11:24-12:10 HS	12:40 - 1:26	1:30 - 2:16	2:20 - 3:06
	Rm # Teacher	period 1	period 2	period 3	period 4	period 5	period 6	period 7	period 8
Science	4 Sheldon	PREP	7th Science	7th Science	7th Science	8th Science	8th Science	8th Science	7th Life Lab
	14 C. Seamands	PREP	Biology	Science 9	Advisory	Science 9	Science 9	Biology	Biology
	13 S. Seamands	Human Physiology	Adv/Org Chemistry	Human Physiology	Env. Science	Chemistry	Advisory	Env. Science	PREP
Soc. Stu.	3 McPherson	8th Soc. Studies	7th Soc. Studies	8th Soc. Studies	PREP	7th Soc. Studies	7th S.Studies	8th Soc. Studies	8th Life Lab
	8 Schladweiler	W Hist A/B	W. Hist C/ Am. Hist A	Advisory	W. Hist C/ Am Hist A	PREP	W. Hist A/B	W Hist A/B	W. Hist C/ Am. Hist A
	7 Dare	Am. Hist B/C	Econ/Gov	Advisory	Am. Hist B/C	Econ/Gov	Econ/College Gov	PREP	Econ/Gov
English	5 Buckingham	8th English	PREP	7th English	7th English	7th English	8th English	8th English	8th Life Lab-Read
	11 Finnell	Soph. English	Advisory	Soph. English	9th English	PREP	Soph. English	9th English	9th English
	6 Hansen	Senior English	Junior English	Advisory	Senior English	College English	PREP	Senior English	Junior English
Math	1 Robb	8th Algebra I	7th Pre-Algebra	8th Pre- Algebra	7th Math	8th Pre- Algebra	7th Math	PREP	8th Life Lab
	2 Gatenson	Advisory	Consumer Math	Algebra A	Geometry	Informal Geometry	Consumer Math	Algebra B	PREP
	12 Schrader	Geometry	Advisory	Algebra II	Calculus	Algebra I	Algebra II	Pre-Calc.	PREP
P.E.	10m Martin	PE 7 (girls)	8th PE (girls)	Drivers Ed. (combined)	PE 8 (girls)	10th PE/Health (girls)	Drivers Ed. (combined)	PREP	7th Life Lab
	10m/21 Neely	EC	Health 8		PREP	10th PE/Health (boys)		Health 7	7th Life Lab
	10m/wd Albin	PE 7 (boys)	8th PE (boys)	Sports Training	PE 8 (boys)	PREP	Sports Training	Sports Training	Sports Training
Electives	18 Adama	HS Choir	Jazz Band	HS Choir	HS Band	PREP	JH Choir	HS Choir	Big Band (JH & HS)
	10 Ziegenhorn	Spanish II	Spanish II	Spanish 7 / 8	Yearbook	Spanish 7 / 8	Spanish I	PREP	Spanish III/IV
	8 S. Classer	German I	German III/IV	German 8 / 7	German II	German 8 / 7	ESL	German II	PREP
	22 Yeredi	Business Law I/II	Accounting I/II	Comp. Lit/ Marketing	Marketing/Comp. Lit	PREP	Accounting I/II	Computer Skills 7	EC
	17 Weaver	Housing Design	Culinary Arts II	Culinary Arts II	Culinary Arts I	Child/Fam. Studies	PREP	Learning About Life 7	Culinary Arts I
	15 VanSickle	General Art 11/12	Art 8	PREP	General Art 8/10	General Art 11/12	Photography	Photography	General Art 8/10
	24 Masters	Ag Ecology	PREP	Animal Science	Ag I	Ag Mechanics	Ag Mechanics	Ag Fabrication	Ag Fabrication
	23 Patz	Welding	Fabrication Tech 8	Construction Fab	PREP	Welding	Woods	Wood Tech 7	Woods
	LIB	Miller/Classer		Research & Design 8					
	RR	RR #1 Hebestreet	JH/HS Read	HS Read	PREP	HS Study Skills	HS Study Skills-Sr.'s	JH Read	Testing
RR #2 Murphy		JH Eng	JH Eng	PREP	JH Math	HS Study Skills-Sr.'s	Testing	JH/HS Math	JH Study Skills



7th & 8th Combined		HS Electives		11th or 12th only	
Enrollment					
7th	8th	9th	10th	11th	12th
38	48	48	48	24	50

GRADUATION REQUIREMENTS

Core Requirements	English	Math	Social Studies	Science	P.E.	Electives	Total Credits Required	Total Credit Opportunities
4 x 4	4	4	4	4	2	10	28	32

All Wyoming high school graduates must demonstrate proficiency on the Wyoming Content and Performance Standards for Language Arts, Mathematics, Science and Social Studies. Students also need to demonstrate proficiency in Health, P.E., Fine Arts, Foreign Language and Vocational/Technical Education. These requirements are in addition to earning the necessary credits for graduation. To plan for this requirement, during the eighth grade students prepare a graduation plan which lists the courses they plan to complete during their high school career. Students are not required to take a foreign language course to meet the foreign language standards. The cultural components of those standards can be mastered in the Social Studies courses. Students not taking a foreign language course may be required to successfully complete a short course during their senior year. This course would focus on the limited requirements of the foreign language standards.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian will be awarded to the two senior students with the highest class rank GPA's at the close of the 1st semester of their senior year. Class Rank GPA will ONLY be used to report class rank and to make determinations for valedictorian and salutatorian honors. All candidates must have been in attendance for five semesters at WJSHS and will be required to complete 3 upper level core courses from the following list:

English- College English

Science- Physics, Anatomy/Physiology or Adv/Org Chemistry

Math-Pre-Calculus or Calculus

Social Studies- College Government

HONOR ROLL

There are two honor rolls at W.J.S.H.S. The Principal's Honor Roll requires a grade point average of 3.75 and above while the Honor Roll requires a grade point average between 3.25 and 3.74. In addition to the above criteria, a student must not have received an "F" grade or an "I" (incomplete) grade during the grading period in question.

Parents can access their students grades through Power School at the following website:

<http://records.ccsd.k12.wy.us/public>

Call the WJSH office for your student's password.

SCHEDULE CHANGES

Schedule changes will not be made except under the following circumstances:

1. In cases where students have failed a prerequisite course during a previous semester. For example: A junior may drop a class to retake sophomore English if he or she failed sophomore English previously.
2. By administrative directive.
3. Schedule changes for reasons other than those mentioned above will be considered. Petition forms for changes may be picked up from your guidance counselor. Merely completing the petition form does not guarantee that a change will be made. Changes will only be made in extreme cases. Simply wanting to be in the same class or lunch period with a friend does not qualify as an extreme case.

WHILE CIRCUMSTANCES MAY JUSTIFY DROPPING CLASSES AT VIRTUALLY ANY POINT DURING THE SEMESTER, NEW CLASSES MAY NOT BE ADDED WITHOUT THE PERMISSION OF THE ADMINISTRATION OR THEIR DESIGNEE AFTER FIVE SCHOOL DAYS INTO A QUARTER.

CORRESPONDENCE COURSES

1. North Central Accredited Correspondence program.
2. Must be in attendance at CCSD approved high school.
3. Two units of credit earned toward a) high school graduation requirements and/or b) ninth grade level credit.
4. Cannot substitute correspondence courses for required classes unless there is no opportunity to enroll in such courses in time to complete graduation requirements.
5. Each correspondence course must be approved by a designated counselor and by the school principal.
6. All costs must be borne by the student.
7. Eligibility must be determined and a contract signed.
Contact James Kingsbury at the Counseling Office to make an appointment.

PROCEDURE FOR WITHDRAWING FROM SCHOOL

Students may withdraw from school as long as there is not a violation of state statute, and they have written permission from a parent or guardian. A student must do the following to withdraw from school for any reason:

1. Go to the Guidance Office and see the counselor concerning your planned withdrawal. Present your parental permission slip to the counselor.
2. Secure a check-out form from the office if permission is granted by the counselor.
3. Have the form signed by all teachers and school personnel as directed on the form and check in your books, as well as any equipment you might have.
4. Pay fines at the main office.
5. Return completed check-out forms to the office.

The check-out procedure should be started in the morning of the last day a student plans to attend Wright Jr/Sr High School.

RULES AND REGULATIONS

Every pupil is entitled to an education offered in an orderly and safe environment.

To help establish such an "orderly" and "safe" environment it will be the responsibility of all students to:

1. comply with regulations of the Campbell County Board of Trustees;
2. recognize the authority of all teachers and other school personnel.

NO VISITORS PASSES WILL BE ALLOWED.

STUDENT EXPECTATIONS

Success in school and in future employment depends upon a student's willingness to make a commitment to develop the following positive character traits:

1. Have good work habits.
 - a. Get to work on time.
 - b. Come prepared to work with appropriate supplies, materials, and equipment.
 - c. Give a good effort on assigned tasks.
 - d. Read and follow written directions carefully.
 - e. Listen attentively and follow oral directions carefully.
2. Be dependable.
 - a. Attend school regularly.
 - b. Absent only for illness or emergency.
 - c. Make up work prior to pre-excused absences.
 - d. Clear absences before school starts.

3. Be willing to take responsibility for your personal actions.
 - a. Dress and groom yourself appropriately.
 - b. Speak clearly and use appropriate language.
 - c. Act responsibly and maturely.
 - d. Practice good manners, say please, thank you.
 - e. Display friendliness and courtesy.
 - f. Show respect for the rights of others.

4. Be interested in improving yourself, your school and your community.
 - a. Select challenging courses/tasks that demand extra effort and the application of your thinking/problem solving skills.
 - b. Volunteer a little extra time to make your school, work place, or community a better place.

Attendance - Specific Situations

1. **Prolonged Illness** - Students expecting to miss more than ten consecutive days of school due to medical and/or psychological situations may apply for homebound instruction. The process of application essentially involves stating the circumstances and providing written verification from a doctor. The counselor of the student in question should be contacted for particulars.

2. **Make-Up Work** - Students may arrange to have the guidance office collect their assignments and books for pick-up ONLY after the student has missed three consecutive days. For excused absences, TWO school days (forty-eight hours) will be allowed for each day of school missed to make up ordinary work. The make-up time period begins when the student returns to class. An "F" grade is to be recorded for all work not handed in within the allowable time. Students are responsible for contacting each of their instructors regarding their assignments upon returning to school from an excused absence situation.

3. **LEAVING THE BUILDING DURING SCHOOL** - Once a student arrives at school they are expected to attend all classes and required school functions for the remainder of the day. Students who expect to miss a portion of the day for appointments or other excusable reasons **MUST CHECK OUT AT THE ATTENDANCE OFFICE AND HAVE IN THEIR POSSESSION A "PERMIT" TO LEAVE THE BUILDING BEFORE THEY LEAVE THE PREMISES.** Parental permission will be required to obtain a permit. Excuses made by parents or guardians for students who fail to follow this procedure will not be accepted after the fact. **FAILURE TO FOLLOW THIS POLICY MAY RESULT IN AN UNEXCUSED ABSENCE.** Permits to leave can be verified with the person/place of the appointments, example: Doctor's Office.

First Offense:	1 Hour Administrative Detention
2nd Offense:	2 Hours Administrative Detention
3rd Offense	Saturday School or Out of School Suspension

4. **Accidents or Illnesses at School** - If an accident or illness prevents you from doing so contact a nurse, secretary, teacher, or administrator at once for help. If it is determined that you should go home you will be expected to follow the rules for LEAVING THE BUILDING DURING SCHOOL outlined above. Under no circumstances should you leave on your own. Students who take it upon themselves to spend class time in restrooms, cars, the halls, or other unauthorized locations due to illnesses, accidents, or other unverified situations may be considered unexcused.

5. **Oversleeping, Missing the Bus, Parking** - Students themselves are expected to organize their lives in such a way as to attend all classes on time.

6. **Tardy** - Reporting to the class during the first five (5) minutes after the second bell or tardy bell rings. Tardies are cleared at the end of each quarter.

Behavior	Penalty	Behavior	Penalty
2 nd offense	Student Contact	5 th offense	2hours detention
3 rd offense	1 hour detention	6 th offense	Saturday School or Out of School Suspension
4 th offense	1 hour detention	Add'l offenses	Saturday School or OSS

Class Cut - An unexcused absence for one class period, or reporting to a class late after the five minute tardy has rung; or being in an unauthorized location for all or any portion of class.

Expectation - The student will participate and contribute to their educational success by attending all classes every day.

Consequences - The discipline for a class cut is as follows:

- 1st class cut infraction - 2 hours administrative detention
- 2nd class cut infraction - 3 hours administrative detention
- 3rd class cut infraction - Saturday School or Out of School Suspension and an Administrative Probation Contract will be issued.

Every two (2) separate class cut infractions will be counted as a truancy on the students record.

Truancy -

Definition: An unexcused absence for two (2) or more consecutive classes.

Expectation: Students will participate in and contribute to their educational success by attending all classes every day.

Consequences -

First truancy - Saturday School or IDP

Second truancy - Saturday School or Out of School Suspension

Third truancy - 2 Days Saturday School or OSS and an Administrative Probation Contract will be issued.

Fourth truancy - Continued Willful Disobedience and Student will not be granted credit.

7. Any attempt to mislead school personnel regarding violations of the attendance policy will result in an assignment to the I.D.P. program or Saturday School. Such violations include but are not limited to:
To deceive, to lead or guide with dishonest intentions including by not limited to: false notes or phone calls, tampering with tests, scan sheets, admit slips, or permits to leave.

SATURDAY SCHOOL

Students will attend Saturday School for offenses effecting attendance, such as excessive tardies, truancy, class cuts, and skipped administrative detention. Saturday School may also be assigned when more conventional forms of discipline have been exhausted. Failure to attend a Saturday School assignment will result in further disciplinary action. Saturday School will be held from 9:00 a.m. to 12:00 p.m. A Saturday School schedule will be established at the beginning of each school year.

PASSES

Students will need conference passes to move from one area of the building to another when classes are in session. These passes are issued by the teacher in charge. Students moving about the building without a conference pass may be subject to disciplinary action.

DANCE REGULATIONS FOR W.J.S.H.S.

Attendance at a school dance is considered a privilege, not a right.

1. All student organizations wishing to sponsor dances must complete "Request for Approval of Student Activity Form," which requires the signatures of sponsors and chaperones, and submit it to the student council for their approval at least one week prior to the date of the dance.
2. Dances are for registered students of WJSH. Students are allowed to bring one guest. Guests must be registered with the office three (3) days prior to the dance. Guests must be under the age of 20. Former students of the previous years' graduating class may attend dances as a guest, if the above requirements are met.
3. All dances may be scheduled between 6:00 p.m. and midnight. Admittance will close one hour after the dance starts. Students arriving late will not be admitted without prior written permission of the principal.
4. Prom is for juniors and seniors of WJSH. Freshmen and sophomores may not attend unless accompanied by an upper classman. Junior high students may not attend Prom.
5. Appropriate social behavior will be expected of all attendees. All school rules and expectations for appropriate behavior and dress apply. There will be no provocative/lewd dancing. Parents will be called to pick up any student that refuses to follow school rules. If a student is asked to leave, he/she will not be allowed to attend future school dances.
6. Students must be in attendance at school on the day of, or the day prior to, the dance for a minimum of four (4) classes, in order to attend the dance. Students absent due to illness will not be admitted.
7. Once students enter the dance, they must remain in the designated areas. Once a student exits, he/she may not return. Parents must pick up students within fifteen minutes after the dance ends.
8. Students who were assigned IDSP the week prior to the dance will not be allowed to attend.
9. Absolutely no food or beverages will be brought into the dance. Refreshments will be sold or provided throughout the evening and must be consumed in designated areas.

10. Violations of Wyoming state laws, such as drinking, disorderly conduct, etc., will be referred to the Campbell County Sheriff's office. The WJSHS Parent/Student handbook will be followed for other discipline violations.
11. Hosting activity students and chaperones are responsible for decorations, clean-up and supervision.

BUS REGULATIONS

1. The driver of the bus has complete responsibility for the bus and for the pupils. Pupils must obey the driver promptly and cheerfully.
2. Unnecessary conversation with the driver is prohibited. Outside of ordinary conversation, classroom conduct is to be observed.
3. Pupils must not throw waste paper or other rubbish on the floor of the bus.
4. Pupils must not open the emergency door except in the case of an emergency.
5. Pupils must not, at any time, extend their arms or heads out of the windows.
6. Pupils must be on time. The bus will not wait for those who are tardy.
7. Pupils must not use tobacco in any form while on the bus.
8. Pupils must not, at any time, throw anything out the bus window.
9. Pupils must not carry weapons or explosives, such as fireworks, on the bus.
10. A pupil may be taken to the school principal for further disciplinary action for violation of any of the above rules. The student may also be suspended from school.

SCHOOL NURSE'S HOURS ARE: MONDAY THRU FRIDAY FROM 8:00 a.m. UNTIL 11:00 a.m. Throat Culture for Strep Throat

School Nurses or trained designees may take throat cultures of those students or staff members who have clinical symptoms. The specified signs and symptoms to be looked for are: *enlarged anterior cervical lymph nodes
*purulent exudate on the tonsils *fever

When a student or staff member is found to have a positive throat culture, the student's parent/guardian or the staff member will be notified and encouraged to seek immediate medical attention. The responsibility for treatment remains with the parent/guardian or staff member. Effective July 1, 1994 each individual that obtains a throat culture at a school site will be assessed a "swabbing fee" of \$2.00 for each individual throat culture.

Parents/guardians and staff members are reminded that this service is also available at the Public Health Offices, 416 Juniper Road, Gillette, WY.

LIBRARY/MEDIA CENTER

Students are encouraged to use all of the library media resources to complement and enhance their education. Students are welcome and encouraged to check out books for their personal reading enjoyment, as well as for school assignments.

Please bring a library pass when using the library during the school day without your classroom teacher present. It must be signed by a staff member. Sign in and out at the counter on the blue page. This will allow us to keep statistics on library use and answer questions from school staff about who was using the library. If you would like to use the library to read or work on assignments after eating lunch, stop in at the library and ask for a pass. We will be glad to see you.

Checkout Procedures

Materials are checked out for two weeks. Unless there is a reserve on an item, materials can be renewed. You do not need to physically bring the item back in order for us to renew it for your use. You may check out as many items as you need as long as you are a patron in good standing (no overdue books or lost or damaged items.)

Most reference books and magazines can be checked out for a short period of time, usually overnight. There are some exceptions due to heavy demand and cost of material. Please check with the library staff.

Behavior Policy

Please ask for help when needed.

Return library materials on time. If items are lost or damaged, the student must pay for it.

NO FOOD OR BEVERAGES ARE ALLOWED IN THE LIBRARY.

Clean up after yourself. Return items to where they belong.

Show respect to staff and students when in the library.

Students choosing not to follow the library policies and/or requests of library staff may lose the privilege of using the library media center.

Supplies

Bring your own supplies for your projects. The library is not restocking items such as glue, highlighters, markers, colored pencils, etc. The library will not supply poster board, construction paper, or other materials.

Internet Usage Application

User's Full Name (please print): _____

Home Address: _____

Home Phone: _____ Work Phone: _____

I am:

_____ Administrator

_____ Teacher

_____ Classified Staff

_____ Parent

_____ Board Member

_____ C.C.S.D. Student and will graduate in _____ ID # _____

Please indicate present grade: ___ K-3 ___ 4-6 ___ 7-9 ___ 10-12

I understand and will abide by the above Terms and Conditions for Internet access. I further understand that any violation of the regulations above is unethical and may constitute criminal offense. Should I commit any violation of this agreement, my access privileges may be revoked, and I may be subject to appropriate legal action. In addition, as a student, any violation of this agreement by be considered willful disobedience and defiance of the authority of school personnel and may result in disciplinary action to include suspension or expulsion as determined by district administration.

User Signature:

Date:

Parent or Guardian (If you're under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand this access is designed for educational purposes, and Campbell County School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print):

Signature: _____ Date:

Teacher Responsible for Netscape Instruction: (Must be signed if the applicant is a student). As the homeroom teacher of this student, I have read the Terms and Conditions for Internet access. I agree to instruct the student on acceptable use of the network and proper network etiquette. However, since the student may use the network for individual work or in the context of another class, I cannot be held responsible for individual work or in the context of another class, I cannot be held responsible for the student's use of the network.

Teacher's Name (please print):

Signature: _____ Date:

DISCIPLINE

(All school rules are in effect at both home and away events that are school sponsored.)

Two hours of school service may be required for every day of IDP served. These services will be completed during school time. Any school violations while serving IDP may lead to Out of School Suspension (OSS).

Any combination of the consequences mentioned under Minor, Moderate, and Major Infractions may be utilized by the administration or designee including; Out of School Suspension, Saturday School, IDP with Mrs. Bothwell (W,Th,F), Detentions with Mrs. Hansen (T & Th), School Service, Loss of Privileges, in combination with other discipline methods.

MINOR INFRACTIONS

INFRACTION/DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
1. Kissing (Public display of affection: Any physical activity other than holding hands is inappropriate behavior.	Students shall not engage in kissing and/or public display of affection.	1 st offense - 1 hour admin detention 2 nd offense - 2 hours admin detention 3 rd offense - IDP or Saturday School
2. Littering: Any leaving or scattering of trash around school property.	Students shall help to keep the WJSHS building and grounds free of trash.	1 st offense - 1 hour admin detention 2 nd offense - 2 hours admin detention 3 rd offense - IDP or Saturday School
3. Cell Phones, iPods, MP3's, Video Games: Any device that emits any audio, visual, or combined signals for non-school activities.	Students shall not carry or use iPods, MP3 players, video games, beepers, cell phones, skateboards, etc. in the school. Cell phones may be used before/after school or at lunch in the commons area only.	The device will be kept in office until after school. On the second offense, the device will be released to a parent/guardian. 1 st offense - warning 2 nd offense - 1 hour admin detention 3 rd offense - 2 hours admin detention additional offenses - IDP or Saturday School
4. Dress Code Violations Clothing that is immodest, extreme, or disruptive of the learning process is not appropriate.	Students shall dress and groom appropriately according to WJSHS dress code.	Student will be required to change inappropriate dress. 1 st offense - Warning 2 nd offense - 1 hr admin detention 3 rd offense - IDP or Saturday School
5. Wearing Hats or Bandanas in Building: Wearing hats at any time in the building is prohibited.	WJSHS students will be required to take their hats off when they enter the building, and they will remain off until the last bell rings at 3:02.	Student will be asked to take the hat off and referred to the office. The hat will be kept in the office until after school. 1 st offense - 1 hour admin detention 2 nd offense - 2 hours admin detention 3 rd offense - IDP or Saturday School
6. Class Cuts. An unexcused absence for one class period, or reporting to a class late after the five minute tardy time is over; or being in an unauthorized location for all or any portion of class.	The student will participate in and contribute to their educational success by attending all classes every day.	1 st offense - 2 hours admin detention 2 nd offense - 3 hours admin detention 3 rd offense - Saturday School and an Administrative Probation Contract will be issued. Any additional class cuts beyond the first truancy will result in IDP or Saturday School. Every two separate class cut infractions will be counted as a truancy on the students record.
7. Tardies. Reporting to the class during the first five (5) minutes after the second bell or tardy bell rings. If a student is tardy for the same class three times during the quarter, disciplinary action will be taken.	The student will participate in and contribute to their educational success by reporting to all classes on time.	3 rd & 4 th tardy - 1 hour admin detention 5 th tardy - 2 hours admin detention 6 th tardy - Saturday School Additional tardies will result in Saturday School and an Administrative Probation Contract will be issued.

MODERATE INFRACTIONS

INFRACTION/DETENTION	EXPECTED BEHAVIOR	CONSEQUENCES
<p>1. Missed Administrative Detention To not go to scheduled admin detention without first making arrangements with attendance office or administrator.</p>	<p>WJSHS students are expected to complete all detentions when scheduled. If an emergency situation occurs students should make other arrangements with the office or principal.</p>	<p>1st offense - Time Doubled Additional offenses - Saturday School Administrative Probation Contract</p>
<p>2. Parking Lot Violations: Parking inappropriately, failure to obey signs/controls, noisy pipes, loud music, parking in the faculty lot, unauthorized parking in a handicap space, parking in a fire lane or illegal parking of any kind (vehicle may be towed at the owner's expense.)</p>	<p>Students are expected to follow all parking lot regulations.</p>	<p>1st offense - 1 hour admin detention 2nd offense - IDP; parent contacted by letter or phone call 3rd offense - vehicle towed at owner's expense; Saturday School or IDP Administrative Probation Contract A \$5.00 fine for all offenses.</p>
<p>3. Profane Language/Deliberate: Any use of language, verbal or non verbal, that shows irreverence or is vulgar.</p>	<p>WJSHS students shall use acceptable language during school time and at school events.</p>	<p>1st offense - IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract</p>
<p>4. Use or Possession of Tobacco Products: Any student having visible tobacco products or found using tobacco products.</p>	<p>WJSHS students shall not use or hold tobacco products. Underage students (17 and under) in possession of tobacco will be referred to the sheriff.</p>	<p>1st offense - IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract</p>
<p>5. Misleading Personnel: To deceive, to lead or guide with dishonest intentions including but not limited to: false notes or phone calls, tampering with tests, scan sheets, admit slips, permits to leave, or attempting to receive credit for work that is not your own (i.e. copying from another student.)</p>	<p>WJSHS students are expected to be honest and truthful. Students and parents may be required to attend a conference with parties involved.</p>	<p>1st offense - IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract</p>
<p>6. Disruptive/Uncooperative Behavior: Any behavior which substantially or repeatedly interferes with the school learning climate.</p>	<p>Students shall not interfere with the learning process of others.</p>	<p>1st offense - IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract</p>
<p>7. Harassment/Disrespect: Any disrespectful behavior toward other students or staff; including name calling, teasing, provoking, threatening.</p>	<p>Students are expected to treat other students and staff with respect, during all school times.</p>	<p>1st offense - IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract</p>
<p>8. Sexual harassment: Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity and repeated propositions.</p>	<p>Students are expected to treat other students and staff with respect, during all school times.</p>	<p>1st offense - IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract</p>

MAJOR INFRACTIONS

INFRACTION/DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
<p>1. Plagiarism: Plagiarism is the act of presenting someone else's ideas as your own. This may include: Word-for-word plagiarism - Repeating the exact words of a source without giving the necessary credit. Paraphrase plagiarism - Saying basically the same thing as an original source with just a few key words changed. Spot plagiarism - Using a source's key words or phrases without giving credit. (<i>Writer's Inc., 1996</i>)</p>	<p>Students are expected to be honest and truthful in their writing and their academic efforts, giving proper credit where credit is due. Copying from any source WILL NOT BE TOLERATED.</p>	<p>1st offense - 2 days IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract</p>
<p>2. Insubordination: Open and/or repeated defiance to authority.</p>	<p>Students shall follow directions given by school personnel. Students and parents may also be requested to attend a conference with parties involved.</p>	<p>1st offense - 2 days IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract</p>
<p>3. Careless or reckless driving: Excessive display of speed or speeding on school property.</p>	<p>Students are expected to obey all signs and parking lot regulations. Vehicle may be towed at owner's expense.</p>	<p>1st and 2nd offense - 2 days IDP or OSS Police may be called on offenses. Additional offenses may result in loss of driving privileges. \$5.00 fine for all offenses.</p>
<p>4. Fighting: Both parties. Participating in a physical exchange, with intent to harm.</p>	<p>Students shall settle differences by nonphysical means. Students and parents may be required to attend a conference with parties involved. Students may be charged with fighting in public and taken to court.</p>	<p>1st offense - 3 days IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract Police will be contacted.</p>
<p>5. Vandalism: Deliberate, mischievous, malicious destruction or damage of property.</p>	<p>Students shall respect the property of other students, the staff, guests, the school district, etc. Students and parents may be required to attend a conference with parties involved. Restitution will be required.</p>	<p>1st offense - 3 days IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract and police will be contacted.</p>
<p>6. Theft: Any wrongful taking of property of another person or of the school district.</p>	<p>Students shall respect the property of other students, the staff, guests, the school district, etc. Students and parents may be required to attend a conference with parties involved. Restitution will be required.</p>	<p>1st offense - 3 days IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract and police will be contacted.</p>
<p>7. Sexual Assault: Sexual assault is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching and unwanted body contact.</p>	<p>Students are expected to treat others with respect on school premises or off school premises, at school-sponsored activities. Students and parents may be required to attend a conference with parties involved. Students may be charged with sexual assault and taken to court.</p>	<p>1st offense - 3 days IDP or OSS Additional offenses - IDP or OSS Administrative Probation Contract and police will be contacted.</p>

Any violation that may constitute a crime may be turned over to the sheriff.

BOARD ACTION

INFRACTION/DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
1. Continued and Willful Disobedience: Deliberately failing to obey rules and/or instructions of staff.	Students shall follow the rules and instructions set upon them by staff and administration.	IDP or Out-of-School suspension until School Board hearing.
2. Threatening the Safety or Intending to Harm Others: Any behavior which is clearly detrimental to the education welfare, safety or morals of others. Students will give others freedom from danger injury or damage; security.	Students will respect each person's right to a safe, secure learning environment free from danger, injury and damage.	IDP or Out-of-School suspension until School Board hearing.
3. Possession of Weapons: Knowledge or possessing any weapon, instrument or device such as guns, knives, etc., which may be considered a threat to the safety of others.	Students shall not be in possession of any firearm, weapon or device which may be considered a weapon.	IDP or Out-of-School suspension until School Board hearing.
4. Willful destruction or defacing property.	Students shall not deface or destroy any school property. Students should take pride in their school and keep it looking nice.	IDP or Out-of-School suspension until School Board hearing.
5. Any behavior which in the judgement of the local board of trustees is clearly detrimental to the education, welfare, safety or morals of other pupils.	Students shall allow other students the opportunity to learn successfully without fear of their welfare, safety or morals.	IDP or Out-of-School suspension until School Board hearing.
6. Torturing, tormenting, or abusing a pupil or in a way maltreating a pupil or a teacher with physical violence.	Students shall treat all other students with respect and will not torture, torment, or abuse any student(s) or staff.	IDP or Out-of-School suspension until School Board hearing.

DRUGS AND ALCOHOL ABUSE ACTION

- A. Any violation involving alcohol and other prohibited substances will result in:
- 1) Immediate out-of-school suspension until a parent conference is held.
 - 2) 10 day suspension.
 - 3) Students must complete a program designated by the school.
 - 4) Will be referred to local Police
 - 5) Possible recommendation for expulsion.
- B. A second violation of this policy will result in:
- 1) Immediate out-of-school suspension until a parent teacher conference is held.
 - 2) Administrative suspension and possible recommendation for expulsion.
- C. Controlled Substance Violations: To include but not limited to; possession of, under the influence of, distribution of, conspiracy to possess or distribute and possession of paraphernalia with residue of, a controlled substance. The same applies to the misuse of mood altering chemicals, such as prescription and non-prescription drugs, paint glue etc.
- Any violation involving the above will result in:
- 1) Immediate out-of-school suspension until a parent conference is held.
 - 2) Recommendation for expulsion

GRADUATION GUIDELINES

Parents and Guests

1. What is Graduation?

Commencement exercises are a solemn, traditional and academic ceremony in which deserving students are awarded a diploma from Campbell County School District One. **PARTICIPATION IN GRADUATION IS A PRIVILEGE; IT IS NOT REQUIRED.** Those who choose not to participate may receive their diplomas at the Principal's Office after the Monday following graduation.

2. What Shall I Wear?

BOYS - Dress trousers are required (no jeans or shorts), dress shoes, a shirt and tie, and the graduation cap and gown.

GIRLS - A dress or skirt is expected (no jeans or shorts), dress shoes, and the graduation cap and gown.

GUESTS - Dress-up attire.

3. How Can One Best Enjoy Graduation?

- A. Due to the solemnity of the occasion, a respectful attitude and silence during the ceremony contributes most to its enjoyment.
- B. Applause and cheering should take place only after the entire class has graduated, not during the roll call of individual graduates.
- C. Valedictorian and Salutatorian Addresses, as well as other student speeches, must have the approval of the Principal.
- D. Inappropriate behavior during the ceremony could lead to the loss of the privilege of participation in commencement exercises.

4. Will Picture Taking Be Appropriate During the Ceremony?

Parents & friends may want to record this moment for posterity. (Graduating Seniors should leave their cameras with someone in the audience.) To minimize disruption of the ceremony and to minimize traffic in the aisles, the audience is asked to be discreet with their picture taking.

5. Fines

Caps and gowns will be issued to the seniors the week prior to graduation so that families may take pictures prior to graduation. All graduation fees as well as other school fees and fines must be paid prior to the receiving of the diploma.

6. How Shall Parents and Guests Gain Admittance?

The ceremony will be held in the High School Gymnasium. Four passes will be given to each graduate for reserved seating, the remainder of the seats will be given on a first come first serve basis.

7. **STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN SENIOR GRADUATION ACTIVITIES, INCLUDING GRADUATION EXERCISES, UNLESS ALL GRADUATION REQUIREMENTS HAVE BEEN MET AND ALL FINES PAID.**

TITLE 21 - EDUCATION

CHAPTER 4 - PUPILS

21-4-308 Punishment and disciplinary measures; denial of diploma or credit.

(c) No diploma or credit for a course which has been completed successfully shall be denied a pupil who has earned it; provided, such diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the school district.

LETTER TO PARENTS

We hope your child has a desire to participate in interscholastic activities at Wright Jr/Sr High School. Your family interest in this phase of our school program is gratifying. We believe that participation in activities is "the other half of education." Participation in activities provides a wealth of experiences which create opportunities for personal growth and development.

We are committed to the educational development of young men and women through a properly controlled, well-organized activities program. It is our goal to meet the students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in the activities program is voluntarily making a choice of self-discipline and self-denial. This is the reasons why we place such stress on good training and study habits. Failure to comply with school rules and/or the coaches'/sponsors' rules for training may mean suspension or expulsion from the activity. In addition, a student may be removed from any sport or activity for conduct that is deemed by the coach to be detrimental to the team or activity. This concept of self-discipline and self-denial is tempered by the coaches'/sponsors' responsibility to recognize the rights of the individual within the objectives of the specific activity. We do not want uniformity or blind conformity as a means of achieving group responsibility and discipline. However, there is no place in high school activities for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our participants in activities to compromise themselves with mediocrity.

When your son/daughter enlists in one of our activity programs, he or she commits our staff to certain responsibilities and obligations which are:

1. To provide adequate and safe equipment and facilities.
2. To provide well-trained coaches and sponsors.
3. To provide equalized contests with skilled officials.
4. To provide transportation adequately supervised.

We feel that you are committing yourselves to certain responsibilities and obligations. It is the function of activities programs to make rules that govern the spirit of competition for the community. These rules need a broad basis of community support, which is only achieved through communication to parents or guardians.

We encourage you to communicate directly with the coaches/sponsors if you have concerns about your son's/daughter's participation in our programs, and the benefits of that participation. We encourage our coaches/sponsors to communicate openly with parents or guardians, and we need your involvement to achieve the best possible programs for your son/daughter. The following guidelines are dedicated to that single purpose.

When your child participates in our activities program, they serve as a great asset and ambassador for our school, community and state. We remain dedicated to the principle of giving each student in the activity program a meaningful and educationally sound challenge to achieve whatever degree of excellence they desire.

GENERAL STUDENT ACTIVITIES POLICIES

The following Student Activities Policies apply to boys and girls in all activities. A student may be eligible for participation only when they meet all the following requirements. Wyoming High School Association Rules apply to grade 9-12 only. When Campbell County School district requirements are greater than conference or state requirements, the CCSD requirements must be met.

PHYSICAL

A student must have a current physical, signed by a doctor and dated after June 1st of the current year on file before they will be allowed to practice or compete in a sport.

EMERGENCY MEDICAL RELEASE

Each student must have a signed Emergency Medical Release Form on file before they will be allowed to practice or participate in an activity.

Sponsors are to have these forms taken home and signed by the student's parents.

Sponsors are to have these readily available for emergencies at practice.

Sponsors are to have these with them on trips. In case of an emergency, make every attempt to contact the parent before using the release.

ASSUMPTION OF RISK FORM FROM PARENT

A student must have a signed Assumption of Risk Form on file before they will be allowed to practice or participate in an activity. This form is available in the office. Coaches are advised to cover this form in the first team meeting.

ACTIVITY CODE

The Activity Code is in effect upon the start of each activity season. The student will sign the Master Eligibility Form agreeing to abide by the Activity Code.

INSURANCE FOR INTERSCHOLASTIC ACTIVITIES

Participants are required to show proof of insurance before practicing or competing in CCSD activities. CCSD strongly encourages all participants to have full coverage before they participate in activities.

Catastrophic Insurance - The district participates in a catastrophic insurance program with WHSAA.

DRESS AND CONDUCT FOR OUT OF TOWN ACTIVITIES

All activity participants, students and coaches, will dress and behave in a manner that brings credit to the school and community. Dress expectations:

Boys - collar shirts, collar shirt and tie, turtleneck, sweater with dress pants (no jeans)

- appropriate footwear (see school dress code)

Girls - collar shirt with dress slacks (no jeans) or dress/skirt

- appropriate footwear (see school dress code)

Coaches will set guidelines for appropriate behavior and dress for their program at the start of each season.

Coaches are responsible to monitor these expectations.

HAZING OR INITIATION

Hazing or initiation are not acceptable behaviors and are activity code violations. It is of utmost importance on all teams that there be absolutely no hazing or initiations rites. It is demeaning and a blatant form of discrimination.

SUSPENSION

A student who is suspended from a team for violation of team or activity code rules may not participate on another team during the same season or until suspension is complete. A meeting or contact involving the parents/guardians, student, and the Director of Activities will be convened or made to determine the conditions of suspension. Exceptions: Some offenses carry an automatic activity probation and suspension on the first or second offense.

Campbell County School District

Activity Code Guidelines

(grades 6 - 12)

Participation in C.C.S.D. activity programs is both an honor and a responsibility. Activity participants earn recognition for their achievements as representatives of their school and its ideals. It is a privilege to participate in C.C.S.D. activity programs, and this privilege is extended to all, provided that students are willing to assume certain responsibilities. Therefore, to participate in interscholastic activity programs at C.C.S.D., students will be expected to follow certain established rules.

Important advantages of individual initiative, character, and teamwork can be developed only when there is cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended. The Activities Department applies these standards to students participating in activities with the knowledge and recognition that the established goals of team spirit and morale, character development, and team success cannot be achieved by any other alternative.

Activity participants are expected to conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school and their community. Exemplary conduct is expected throughout the year.

INFRACTIONS

All students, grades 6-12, who participate in any WHSAA or District sanctioned activity are covered under the C.C.S.D. Activity Code. The participant will be subject to disciplinary action if he or she commits any of the following infractions while participating in an activity.

- 1) Use or possession of tobacco.
- 2) Attending an underage party with alcohol or drugs present.
- 3) Use, possession, selling or distribution of alcohol.
- 4) Use, possession, selling or distribution of drugs. (An illegal controlled substance as defined by Wyoming State Law.)
- 5) Theft or vandalism.
- 5) Harassment/Bullying behaviors (includes hazing)
- 6) Sexual misconduct.

IN-SEASON VIOLATIONS

In-season violations are from the first date of practice until the culminating event for each activity and will be addressed by the Activity Code. In addition to the Activity Code, each coach and sponsor has activity-specific expectations. In-season violations may be subject to coaches' and sponsors' consequences that could impact the participant's amount of participation and include loss of letter, season recognitions and/or honors. In-season violations can occur either off school grounds or on school grounds and extensions.

OFF-SEASON VIOLATIONS

During the off-season, student behaviors or actions that reflect negatively on CCSD will be addressed by each of the coaches' off-season expectations. The coaches' and

sponsors' off-season expectations may regulate off-season opportunities for those participants who violate the Activity Code during the off-season. Off-season violations will not affect the students's opportunity to participate in the established interscholastic activity season.

OFF SCHOOL GROUNDS

If a participant is involved with alcohol or drugs, the participant and parents may be required to meet with the Activities Director. All students that violate the Activity Code, in regard to alcohol or drug use, will participate in an approved substance abuse counseling program. A student under a substance abuse counseling plan may be eligible to participate once their suspension has been fulfilled. Any student that fails to follow the assigned counseling plan will become ineligible for activity participation until the counseling plan is complete. Participants involved with drugs may be required to submit to drug screens when in activities.

NOTE: It is always the intent of the activities program to be fair and consistent in assigning Activity Code suspension. If the behaviors or actions of a student, in the opinion of the coach and/or Director of Activities, are determined to be detrimental to the activities program or team, the student's eligibility status may be affected.

SCHOOL GROUNDS AND EXTENSIONS

Activity Code violations on school grounds or extensions of school grounds (i.e. bus, activity trip, motel) will result in an activity suspension. Possession of weapons, the use, possession, distribution or selling of drugs, or any other severe violation on school grounds or extensions of school grounds will result in immediate suspension from practice and competition.

In addition, pursuant with C.C.S.D. policies and regulations, activity participants involved in, but not limited to, the following violations may be subject to school suspension and/or expulsion by the Board of Trustees: possessing, using, distributing or selling alcohol, drugs, or weapons.

CONSEQUENCES

Consequences for violating the activity code when off school grounds will be suspension from contests and/or events. Suspensions will vary for various activities, and will follow WHSAA guidelines. (See "*Steps of Ineligibility*" Table.) A step approach will be used to assign suspension periods. For in-season offenses, the penalty will start with the next eligible contest of his or her activity season. In the event the season ends, consequences will be enforced at the next eligible contest in which the student is a participant. Students must participate in all practices during this suspension, but participants will not be allowed to travel or be with the team during contests or events while on suspension. Participants must realize that an activity suspension may jeopardize the participant's future playing position or status. This is especially true where coaches and sponsors need to build team unity.

In addition to the on school grounds or an extension of school grounds (i.e. busses, activity trips, motels) Activity Code consequences, violations of C.C.S.D. policies by activity participants may result in other disciplinary actions, to include school suspension or expulsion by the C.C.S.D. Board of Trustees.

PARTY RULE

Participants are expected to avoid parties where alcohol or drugs are available to underage youth. Participants need to take positive action to avoid situations where alcohol or drugs are present. An action plan should include information about the party prior to attending and immediate transportation to leave the party if alcohol or drugs are present. Failure to take appropriate steps to avoid these type of situations will be considered an Activity Code violation.

VOLUNTARY ADMISSION - Alcohol

Participants that through their own actions find themselves in an alcohol related violation of the Activity Code may in certain situations seek a reduction in suspension.

- 1) Voluntary admission must be within 24 hours of the next possible contact with the coach or sponsor.
- 2) Must be participant's first offense.

VOLUNTARY ADMISSION - Drug Use (non-alcohol)
 Before the start of an activity season, students that notify the Director of Activities of a personal drug violation will be considered for suspension reduction. This reduction is subject to a completed drug-counseling plan and periodic student voluntary drug screenings throughout the activity season.

Refusal to participate in the drug-testing program will be considered by the Activities Dept. as a positive drug test, and the Activity Code consequences will be enforced.

Steps of Ineligibility		
	6 - 12 Contests	13 - 18 Contests
STEP	FB, CC, GO, TRK	BB, VB, WRE
1	1 contest	2 contests
2	2 contests	4 contests
3	4 contests	8 contests
4	All contests	All contests
5	Ineligible for 1 year	Ineligible for 1 year
Non-athletic activities - according to schedule established		

Infraction/Violation Chart			
Infraction	1st Violation	2nd Violation	3rd Violation
Tobacco (use or possession)	Step 1	Step 2	Step 3
Party rule	Step 1	Step 2	Step 3
Alcohol (use or possession) Off school grounds	Step 2	Step 3 (2 nd violation in same season=step 4)	Step 5
Alcohol (use or possession) On school grounds and extensions	Step 4	Step 5*	Step 5
Alcohol (selling or distribution)	Minimum Step 3*	Minimum Step 5*	Step 5*
Drugs/Controlled Substance (use or possession)	Minimum Step 4*	Minimum Step 5*	Step 5
Drugs (selling or distribution)	Step 5	Step 5	Step 5
Theft or Vandalism	Minimum Step 2*	Minimum Step 3*	Minimum Step 4*
Harassment/Bullying Behavior (includes hazing)	Minimum Step 2*	Minimum Step 3*	Minimum Step 4*
Sexual misconduct	Minimum Step 3*	Minimum Step 4*	Step 5
*A conference with the Director of Activities will determine eligibility status			

This code is in effect upon the student's enrollment in Campbell County School District grades 6-12. Any appeals to this code should be presented in writing to the Director of Activities. These consequences apply to all students who are members of the activity at the time of the violation. This code will be reviewed at the start of each activity season by the respective coach/sponsor, with all participants involved.

PHILOSOPHY OF ACTIVITIES

The activities program is part of the total educational program of Wright Jr/Sr High School and concerns itself with the physical, mental, social and moral development of the participant. The program is based on the need for the development of the qualities of leadership, scholarship, competitiveness, and sportsmanship. Through the various phases, the activity program should provide equal opportunities for both young men and women to be involved in individual as well as team activities.

The activities program is governed by Campbell County School District policy, the rules of the Wyoming High School Activities Association, and the principles of our American heritage.

VALUES OF ACTIVITIES

1. Interscholastic activities exemplify the value of the democratic process and fair play.
2. Through participation in interscholastic activities, the student can learn how to work with others for the achievement of group goals.
3. The interscholastic activity program is a living laboratory of equal opportunity in action where all students are treated without favor or prejudice, while learning that we are all distinctly different and unique.
4. Interscholastic activities can foster the growth and well-being of each individual student.
5. Interscholastic activities emphasize good sportsmanship practices that can have life-long values.
6. Participation in interscholastic activities stresses the need to act fairly, to observe laws and customs, to treat others with consideration, and to take adversity without losing self-respect.
7. Participation in interscholastic activities allows students to strive to reach the highest level of their ability. Success and failure are merely yardsticks for measuring their achievements, not their dedication.

OBJECTIVES

Interscholastic activities have been established in Campbell County School District for the purpose of supplementing and contributing to the total educational program of this institution. In order for the activity department of Wright Jr/Sr High School to reach its goals, there are certain objectives which must be met by the activity participant.

OUR SPECIFIC OBJECTIVES:

To learn teamwork: To work with others in a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice to place the team and its objectives higher than personal desires.

To be successful: Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.

To learn sportsmanship: To accept success or defeat like a lady or a gentleman, knowing we have done our best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.

To improve: Continual improvement is essential to good citizenship. As an athlete and activity participant, we must establish a goal, and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.

To enjoy activities: It is necessary for us to acknowledge all of the personal rewards we derive from activities, and to give sufficiently of ourselves in order to preserve and improve the program.

To develop desirable personal health habits: To be an active, contributing citizen it is important to obtain a high degree of physical and mental fitness through exercise and good health habits, and to develop a desire to maintain this level of physical and mental fitness after formal competition has been completed.

GENERAL ACTIVITY POLICIES

Each of these policies is necessary in order for the student activity participant and the activity department to achieve its common goals and objectives. These policies are listed below so that a student activity participant may know exactly what is expected of him/her.

GENERAL CONDUCT

Activity participants are expected to conduct themselves at all times - at meets, games, or on the bus, in the host school, or in our school halls in such a manner as to be a credit to their parents or guardians, the school, and their community. This exemplary conduct is expected throughout the years that the student is in school and not just during his/her activity season.

TRAINING RULES AND REGULATIONS

The overwhelming majority of health educators and coaches/sponsors have the opinion that activity participants perform best when they follow intelligent training rules including the avoidance of tobacco, alcohol, and any type of mood-modifying substances.

We at Wright Jr/Sr High School, are convinced that the use of the above mentioned substances and participation in student activities is not compatible. We also accept as a fact that when students have a strong interest in student activity, their desire to use such substances is greatly reduced.

Students must decide if they want to be a member of the Wright Jr/Sr High School activities program or "one of the group". They cannot be both and fulfill their responsibilities as team members. We say that "you have to pay the price" to be a competitor and a successful activity participant. Part of the price is following the training rules that are drawn up by the school district and your coaches/sponsors.

Each coach/sponsor will (at the beginning of the season), explain his/her rules concerning showering, dress, care of equipment, neat hair, beards, missing practices, etc. and will give you a written copy.

RETURN TRIP FROM AN OUT-OF-TOWN ACTIVITY

It is not the policy of Wright Jr/Sr High School to encourage students to leave with their parents, guardians, or relatives. Much can be gained in evaluation and review of the past activity by riding home with your team or activity group.

- A. If parents or guardians wish to take their student home with them after an activity, they must request permission from the sponsors and provide a note saying that they are relieving the sponsors of all responsibility for the return trip home.
- B. Parents or guardians may obtain permission for their child to be released to another adult at the conclusion of an out-of-town activity, provided that the following established guidelines are met:
 1. Students will request a liability waiver from the Principal's Office.
 2. Arrangements must be made two (2) school days prior to the departure of the activity.
 3. The parents or guardians and the involved student must sign a liability waiver form at the time the request is made.
 4. Requests must be written and signed by the parents or guardians and state the name, age and address of the person to whom the student is to be released.
 5. The person to whom the student is released will sign the liability waiver form at the time the student is released to him/her and will indicate the time and date of this release.
 6. The building principal or activity director may waive section 2 of these procedures if emergency situations or unusual circumstances arise that legitimately make the adherence impossible.
 7. The principal or activity director has the right to waive this permission if circumstances change or if additional information makes questionable the authenticity of the reason for the request.
 8. If the student violates the intent of this policy, he/she may not again obtain such permission other than for verified emergency situations.

ILLNESS

A student will not participate in any student activity if he/she was absent any portion of the day of the activity because of illness. **A student under a doctor's care due to illness or injury is not to participate in a student activity without the doctor's release.**

Students and parents please note: If a student misses any class time the day of the activity except for the above mentioned medical or family emergency without prior approval of the activity office, the student will not be eligible to participate.

If a student is ill on Friday, in order to compete on Saturday, the coach needs a written note from the parents or guardians stating that it is okay to compete or if a student is under a doctor's care due to illness, then a written note from the doctor stating that it is okay for the student to compete.

Important: Coach must have a note in hand from either party before student is eligible to compete on Saturday. Then the coach makes the decision according to his best judgement.

ATTENDANCE - DAY AFTER ACTIVITY

Students are expected to be in school and on time on all school days after an activity trip. Late trips on Monday through Thursday will be avoided if at all possible. Illnesses, of course, are excused, being tired is not an excuse to miss educational opportunity.

SUSPENSION

- A. Students suspended out-of-school or from student activities may not practice or participate until the suspension period ends.
- B. A student who is suspended from a team for violation of team rules may not participate on another team during the same season.

CONFLICTS BETWEEN ACTIVITIES

Conflicts between activity programs and the attendance of a student at one or the other should be handled by the sponsors involved and the student well in advance of the conflict with no penalty to the student. If the sponsors and the student cannot satisfactorily solve the problem, then the parents and the activity office will become involved.

INSURANCE FOR INTERSCHOLASTIC ACTIVITIES

- A. According to District policy, students participating in activities must show proof of medical insurance. The District will not carry medical insurance for participants.
- B. Catastrophic Insurance - The district participates in catastrophic insurance program with the WHSAA.

REPORTING FOR A SPORT

Students are expected to report for sports at the beginning of each sport season. Those who report late may jeopardize their chances for participation. Reporting dates, places and times will be advertised and are available by calling the WJSHS Activity Office at 464-0140.

ATTENDING PRACTICES

All team members of all sports and activities are expected to attend all scheduled practices and meetings. No practices are to be missed. If circumstances should prevent a student from attending a practice or meeting, the validity of the reason will be judged by the individual coach. In all cases, however, the coach should be notified prior to the practice or meeting by personal contact, phone call, or written statement from the parents or guardians.

WEDNESDAY NIGHT PRACTICES

Campbell County School District adheres to the regulation that all school activities for students will be dismissed and the students will be showered and out of the building by 6:00 p.m. on Wednesday evening.

HOLIDAY PRACTICES

There will be no required practices over school recognized holidays. However, there may be practices for those who can attend. All practices will need to be approved in advance by the Director of Activities. There will be no Sunday practices without Board approval.

VACATION PRACTICES

Practices can be held over student vacation days if an activity is in session during this time. The number of practices, length and requirements of vacation day practices will be established by the head coach according to state regulations and the safety of student athletes.

STUDENT RESPONSIBILITY FOR ATHLETIC/ACTIVITY EQUIPMENT

When equipment has not been checked in or accounted for, the student will be assessed a fine equal to the replacement cost.

ATHLETIC INJURIES REQUIRING MEDICAL ATTENTION

- A. The coach will seek the best immediate care possible for the injured athlete.
- B. The coach/trainer or school personnel will accompany the injured student to the physician's office or hospital.
- C. The coach or trainer will notify the parents of the player's injury as promptly as possible.
- D. The coach or trainer will not leave the injured student until he/she has informed the parents of the situation of the injury and release the athlete to their care.
- E. The injured student will not be allowed to return to practice without a written release from his/her physician.
- F. If a coach or trainer determines an injury requires medical attention, you will not be allowed further practice or competition until released by a medical doctor.

EMERGENCY MEDICAL RELEASE

Each student must have a signed Emergency Medical Release Form on file before they will be allowed to practice or participate in an activity. This form is part of the Physical Examination form and are available in the Principal's Office.

ASSUMPTION OF RISK FORM

A student must have a signed Assumption of Risk Form on file before they will be allowed to practice or participate in an activity. This form is available in the Principal's Office.

ISOLATION PAYMENTS TO ACTIVITIES PARTICIPANTS

Students who are involved in most activity programs can apply for financial assistance from the school district to help defray the cost of transportation to and from activity practices and events, if they meet the current isolation eligibility requirements. Students may apply for consideration any time during the school year. It is very important that you keep accurate attendance records of all practices and turn them in to the Director of Activities if you wish for safe keeping. You will be asked to verify all requests for payment with your signature. Your records must be accurate to avoid perjuring yourself. For more information, refer to CCSD Policies 3540 and 3541, CCSD Regulation 3541-R.

EXTRA CURRICULAR ACTIVITIES REGULATION SUSPENSION PROCEDURE C.C.S.D. REGULATION 5300-R

Activities shall mean both interscholastic and intrascholastic.

The "General Rules of Eligibility of the Wyoming High School Activities Association" apply to students in grades 9 -12 who participate in senior high school activities. These rules are listed in the Wyoming High School Activities Association Official Handbook. Students of all grade levels are also governed by building standards as well as this policy and regulation. For the purposes of this regulation, "activities" means any school-sponsored activity which is voluntary on the part of the students.

WJSHS ACTIVITY REGULATIONS

I. Academic Eligibility

Students participating in activities at WJSHS are required to maintain passing grades in all classes in order to be eligible for competition. Students who have a Non-Passing grade on their weekly progress check will be determined ineligible for activities for a one week period. (An Incomplete and/or 'F' is considered a Non-Passing grade) A student's grade is determined from the average of all assigned, collected and entered grades in Power School. Any student with an active IEP must meet the intended outcomes of that IEP to be eligible.

A student who fails to meet this eligibility standard may be required to practice while attempting to bring the Non-Passing grade(s) up to the school expectation, but cannot travel, be in uniform during contests, and/or compete until this eligibility standard is re-established.

Activity students' eligibility will be monitored every week. Teachers will have their grades in Power Grade at the end of the day on the first day of the school week. On Tuesday, all activity students' grades will be checked by office personnel using Power School. Only ineligible students will be identified, and an ineligible list will be established. The ineligible list will be distributed to the respective coaches on or before Tuesday's end-of-school day. Wednesday will begin the first day of suspension and suspension will last until the Wednesday of the next week. Holidays, district scheduled days off, and/or weather related closures of school will not add days to a suspension.

II. Attendance

A. Attendance - Practice

Students must be in attendance a minimum of four class periods during the school day in order to participate in practice that day. Coaches will establish written guidelines before each season for students who miss school and still attend practice. CCSD believes that "students missing school and returning to practice should have consequences imposed." Coaches should seek administrative approval for any sanctions they wish to impose on students that abuse these guidelines. The only exceptions are family emergencies, school's activities or medical reasons. At the head coach's discretion whether or not a student will be allowed to compete if the student was absent from practice the day before a contest.

B. Attendance - Day of Activity

A student must be in regular class attendance all of the scheduled school day up to the time of the scheduled activity in order to participate in the activity. Any exception for a doctor appointment or critical family emergency must be cleared with a building principal or the K-12 director of activities prior to participation.

C. Illness

A student will not participate in any student activity if he/she was absent any portion of the day of the activity because of illness. A student under a doctor's care due to illness or injury is not to participate in a student activity without a release.

D. Suspension

Students suspended out of school may not practice or participate until the suspension period ends.

III. Activity Regulations, Expectations, and Training Rules

The activity sponsor will develop regulations, expectations, events schedule, trip information sheet, emergency phone tree, and training rules for his/her activity. The rules are to be in writing and approved by the building-level activities director and K-12 director of activities. A copy will be given to each participant.

IV. In-School Discipline Program (IDP) or Out of School Suspension Assignment (OSS) - Activities Suspension

A student assigned to IDP or OSS for any infraction will be:

A. Under the rules and regulations of the school he/she attends.

B. Subject to the following activity consequences (except as noted in Item IV. E. Exceptions):

1. First offense - warning
2. Second offense - consequence same as step 1 of ineligibility activity code pg. 37
3. Third offense - consequence same as step 2 of ineligibility activity code pg. 37
4. Fourth offense -removed from the team.

C. The IDP term assignment will constitute from the first physical day of assignment until the end of the school day of the last date of assignment. While serving IDP, students will be eligible to participate in practice, but if it is beyond the first offense in the sport the student will be suspended from competition as per the activity code (pg 37.) While serving OSS, students are not eligible to practice. Participation in competition during or following the IDP assignment will be dictated by the individuals number of offenses during the sport. A student on his/her third discipline assignment for the season will be placed on an activity probation contract.

D. Activity suspension may be up to 175 school days. A meeting or contact involving the parents/guardians, the student, and the director of activities will be convened or made to determine the conditions of suspension.

E. Exceptions:

Some offenses carry an automatic activity probation and suspension on the first or second offense. Activity code violations (see page 38) include:

1. Possession, use, being under the influence, transfer or dispensing of any alcoholic beverage while on school premises or on a school-sponsored activity (suspension);
2. Use of tobacco products while on school premises or on a school-sponsored activity (suspension);
3. Vandalism to school property or vandalism to any property while on a school-sponsored activity (suspension);
4. Stealing while under the supervision of the school (suspension);
5. Possession, use, being under the influence, transfer or dispensing of any substance prohibited by the Controlled Substance Act of 1971, or misuse of any drug, including transfer or dispensing, while on school premises or on a school-sponsored activity (suspension);
6. Harassment (suspension);
7. WEAPONS - Violation of Policy 5260 Weapons (suspension).

Further, if a student is a participant in an interscholastic activity and is caught by a school district employee, or is convicted in the courts as being in violation of law concerning items 1 thru 7 above while not under school jurisdiction, the appropriate penalty will apply.

The building principal or director of activities has the discretionary authority to shorten the term of a student's activity probation or suspension. There must be strong reason to believe such alteration of term will result in a positive outcome.

Examples of when the discretionary authority might be utilized include:

A. When an adjustment is a facet of an Individual Education Plan (IEP);

- B. When an adjustment is recommended as a result of counseling received from a school counselor or psychologist or a private psychologist;
- C. When an adjustment is recommended as a result of joint efforts by the school guidance staff and another public agency (Department of Family Services, juvenile court, etc.); and
- D. When a student has demonstrated good behavior.

V. Student Trips

- A. Students on school-sponsored trips are under the jurisdiction of school authorities. The sponsor has full authority over students in his/her charge.
- B. All activity participants will dress and conduct themselves in a manner that brings credit to their school and community.
- C. Students are to be transported by means of school-authorized transportation to the activity. All vehicles are to be covered by insurance and are to be supervised.
- D. On out-of-town trips, students will return home or to the school on school-authorized transportation except under the following conditions:
 1. If parents wish to have their child travel home with them from an out-of-town activity, they must request permission from the building principal office and provide a note saying that they are relieving the sponsor of all responsibility for the return trip. The parents should arrange this with the sponsor prior to the activity trip.
 2. Parents may obtain permission from the building principal or activities office for their child to be released to another adult at the conclusion of an out-of-town activity by completing a Liability Waiver Form prior to the activity trip.
 3. The principal or sponsor has the right to revoke permission if circumstances change or if additional information makes questionable the authenticity of the reason for the request. If the student violates the intent of this policy, he/she may not again obtain such permission other than for verified emergency situations.

VI Activity Code Violations on School Grounds or Extensions

An activity code violation on school grounds or an extension of school grounds, (i.e. bus, activity trip, motel) will result in the following consequences.

- A. Local police will be contacted.
- B. All students involved or suspected of being involved will be required to do some type of testing if alcohol or drugs are involved. This could include all students on the activity.
- C. Parents will be contacted and required to pick up their child. If the parent is unable to pick up the student, the student will remain in custody of the local police until arrangements can be made.

VII. Guidelines for Student Activity Meals

- A. If the return time is not within one hour after the normal meal time, plan on bringing a sack lunch if the activity destination is less than 100 miles.
- B. For trips of 100 miles or less one way and only one meal is required, it will be a sack lunch provided by the student. If more than one meal is required, the first meal will be a sack lunch provided by the student, and the school will pay for all other necessary meals. For trips over 100 miles one way, if only one meal is necessary, the school will provide for it. If more than one meal is required because of the duration of the activity, the first meal will be a sack lunch provided by the student, and the school will provided all other necessary meals.
- C. A maximum number of three meals per day at district expense is allowed for an overnight trip. The total amount per meal including gratuity and taxes are as follows: Breakfast = \$6.00 Lunch = \$7.50 Dinner = \$9.00.

VIII. Special Education - Non-Academic and Extracurricular Services and Activities

Special needs students will be given equal opportunity to participate with non-disabled students in non-academic and extracurricular services and activities, including physical education courses, intramural and inter-scholastic athletics, and clubs sponsored by the District. District guidelines are to be followed for such participation.

IX FOLLOW ALL OTHER CCSD RULES AND REGULATIONS.

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION POLICIES

A complete copy of the WHSAA Rules Handbook may be obtained from the Activity Office.

STUDENT IN GOOD STANDING (6.2.2)

You must be a regularly enrolled student in good standing carrying not less than twenty (20) class hours of work per week. Good standing implies that you be a creditable school citizen whose conduct in and out of school is such that it will not reflect discredit upon your school. You will become ineligible if you are under suspension from school by your principal or superintendent for any reason.

GRADES AND CREDITS (6.2.3) WHSAA Guidelines

You must currently be passing in four (4) solid subjects, and you must have passed in four (4) solid subjects during your previous semester. Deficiencies, including incompletes, conditions, and failures for the previous semester may not be made up during a subsequent semester, summer session, night school, or tutoring for meeting eligibility requirements. Special education students must meet the educational goals set for them.

TRANSFER OR CHANGE OF SCHOOLS (6.4.0)

If you transfer from one school to another without a corresponding change of residence on the part of your parents, you will be ineligible for 88 school days for varsity competition in the activities for which you competed in the previous twelve months. However, if this transfer is made with a corresponding move on your parent's/legal guardian's part, you will be just as eligible in this new school as you were in the former. Before you are eligible to represent the new school in either of the foregoing cases, the principal must submit the completed transfer form to the Association office attesting your move and your eligibility.

To understand the exception to this rule, please ask your principal.

NUMBER OF SEMESTERS OF COMPETITION (6.5.0)

You are limited to competing for no more than four (4) fall and four (4) spring semesters for a total of eight (8) semesters. These 8 semesters shall be consecutive and begin once you start the ninth grade.

AGE LIMIT (6.3.0)

You must be under twenty years of age on August 1 for fall sports, November 1 for winter sports, and March 1 for spring sports.

PHYSICAL EXAMINATION (6.6.0)

Before you are eligible to compete in any sport within the current school year, you must have on file a certificate of physical fitness issued by a competent physician and a statement of permission signed by your parent or guardian. The physical must be taken after June 1 of the current year.

AMATEUR STANDING (5.7.0)

You must be an amateur, that is, a person who has never used and is not now using his/her knowledge of athletics or athletic skill for gain as a participant in athletic contests. Furthermore, you shall not have played on any team on which there is one or more paid players.

NUMBER OF PRACTICE DAYS (5.10.1)

You must participate in the required number of practices in your sport before you can compete. Check with your coach to find out the number of days required for your sport.

AWARDS (5.6.0)

You will be declared ineligible if you receive merchandise and/or cash because of athletic involvement.

ASSUMED NAME

Competing under a false or assumed name will cause you to become ineligible. Your name must be certified by your principal on a standard form to the opposing school or schools for each contest in which you are to compete.

UNDUE INFLUENCE (4.1.0)

Transferring from one school to another because of being influenced by any person to do so will make you ineligible for one full year.

ALL-STAR COMPETITION (5.9.0)

You may compete on an all-star team during your high school career only if the contest is sanctioned by the Board of Directors.

INDEPENDENT TEAMS (5.8.0)

Playing on an independent team while a member of your high school competing squad in the same sport is not allowed. Should you do so, you would forfeit your eligibility.

SPECIALIZED SPORTS CAMPS (5.4.0)

A coach or school representative may not directly or by implication direct you to attend camps/clinics as a condition to practicing, participating or otherwise influencing your opportunity to participate in any school interscholastic athletic program. You may not participate in a specialized sports camp/clinic for a period greater than two calendar weeks during any calendar year in which any of your coaches or high school faculty are involved. The athletic camp fee shall be paid by you or your parent/guardian. No school funds may be used for entry fee, equipment, transportation, or uniforms. Students going to summer camps will not be covered by school or WHSAA catastrophic insurance. Please ask your principal or activities directors if you have any questions about these rules.

TARGET WYOMING

Be a part of the Target Wyoming Team!

The WHSAA is committed to providing a drug/alcohol-free environment for Wyoming's young people.

Be a friend. Say "No" to alcohol and other drugs by:

1. Informing your friends it's not healthy and it's illegal.
2. Saying no and telling your friends why you don't use.
3. Suggesting a positive alternative.

M A S C O T



The mascot is the Panther, known for its courage, swiftness, determination, and power.

S C H O O L C O L O R S

Black and Gold

S C H O O L S O N G

Hail to the mighty Panthers
Hail to our conquering heroes
We are the mighty Panthers
Here to fight with might.
We are the Black and Gold
We are the brave and bold
We are the mighty Panthers
Victory tonight!

ACADEMIC AND SERVICE ORGANIZATION

Future Business Leaders of America	Photo Club
Future Farmers of America	Spanish Club
Future Teachers of America	German Club
Family, Career & Community Leaders of America	Jazz Band/Swing Choir
National Honor Society	Drama
Student Council	Yearbook

TUITION STUDENTS FROM RURAL DISTRICTS

The high school which the rural student elects for his/her first high school attendance shall be considered his/her choice. If for any reason the student wishes to attend another school, he/she must be in attendance at the second high school one full semester before he/she is eligible for participation.

UNDUE INFLUENCE

The use of undue influence by any person or persons to secure or to retain one or both parents or guardians of a student as residents may cause the student to be ineligible for high school participation in activities for a period subject to the determination of the board of control, and the school shall be subject to disciplinary actions. The use of undue influence by any person or persons in an attempt to have a participant move to their school for interscholastic competition may cause the student to be ineligible in high school activities for a period of time to be determined by the board of control.

FALSE INFORMATION

Any student who deliberately falsified information for eligibility purposes will lose one year eligibility.

TWO SPORTS

A student may not participate in two sports at the same time. However, during a season when one sport is over, a student may switch to another sport which runs concurrently.

WJSHS ACTIVITY AWARDS

Activity awards are presented to students for participation and achievement in a variety of activities. Students must complete the season and display good sportsmanship in order to be eligible for an award.

AWARD LIMITATIONS

The constitution and by-laws of the Wyoming High School Activities Association and the Northeast District state that students may not accept any award presented by an agency or individual outside a school or achievement or participation in activities. However, a participant may be allowed to accept awards given by the school or the Activities Association.

JUNIOR HIGH (7-8)

- A. Non-letter winners - Certificate of participation
- B. Student letter in sport: 1. Panther head, 2. Certificate
- C. Student letter in a second sport or activity: 1. Service star 2. Certificate
- D. 2nd or 3rd letter in a sport or activity: 1. Service star 2. Certificate
- E. Manager's letter awards are the same.

LETTER REQUIREMENTS

Basketball, Football, Track, Volleyball, Wrestling

- A. Must abide by established school policies.
- B. No unexcused absences.
- C. Must complete the season in good standing.
- D. Try hard and do your best at all times.
- E. Must be dependable.
- F. Conscientiously follow instructions.
- G. Be able to execute techniques as instructed.
- H. Willingness to cooperate.
- I. Get along with teammates.
- J. Know your responsibilities and assignments.
- K. Show school pride, good citizenship and sportsmanship.
- L. Be out for the activity no later than the first full week of practice. Late beginners will letter at the coaches' discretion.
- M. Dress according to policy.
- N. Track - Participate and/or participate on the Northeast District team.

SENIOR HIGH (9-12)

Awards may be earned in the following activities at WJSHS:

Football, Band, Vocal Music, Jazz, Cross Country, Vocal Music, Volleyball, Basketball, Journalism (Yearbook & Newspaper), Wrestling, Forensics (Speech/Debate), Track, Student Council, Drama, Cheerleading.

Each activity will have a certain criteria to follow according to the awards given. This criteria will be drawn up by each coach/sponsor in that particular area.

- A. Non-letter winners - Certificate of participation
- B. 1st Varsity letter: 1. "W" 2. Insert emblem or symbol of the sport 3. Certificate
- C. Varsity letter in 2nd or succeeding activity: Insert emblem or symbol of the sport
- D. 2nd and succeeding letters in the same sport/activity: Service bar

IRON PANTHER AWARD

Any athlete who complete 12 sports seasons will be honored with a plaque sponsored by the Booster Club.

BASKETBALL

Boys' Coach - Pat Neely

Girls' Coach - Natalie Prosenick

- 1. Keep in good standing throughout the season as far as discipline, attitude, and training rules are concerned.
- 2. Make a sincere attempt to give 100% in practice and game situations.
- 3. Be dedicated to the game, support the athletic program, and be proud to be part of it.
- 4. Play in 35% of the quarters as a member of the Varsity Squad.
- 5. In special cases such as injury, illness, or special contributions to the team, the coach will use his/her discretion in awarding a letter.
- 6. Be a member of the Regional team.
- 7. Be a graduating senior, who by consistent participation each year, gives depth to the team, the coach will use his/her discretion in awarding a letter.

CROSS COUNTRY
Sarah Glasser

1. The athlete must participate in $\frac{1}{2}$ of the meets on the Varsity level and/or scores as a Varsity runner in 2 meets during the season.
2. The athlete runs in the State Cross Country meet.
3. In special cases such as injury, illness, or special contributions to the team, the coach will use his/her discretion in awarding a letter.

FOOTBALL
Larry Yeradi

1. The athlete must participate in 67 quarters (2/3 of the quarters) of the season at the Varsity level.
2. Keep in good standing throughout the season as far as discipline, attitude, and training rules are concerned.
3. In special cases such as injury, illness, or special contributions to the team, the coach reserves the right to award a letter at his/her discretion.

TRACK - Boys and Girls
Tim Albin

1. Athletes must score at least 10 points in all scheduled events.
2. Athletes that score points at the Regional Track Meet.
3. In special cases such as injury, illness, or special contributions to the team, the coach may award a letter at his/her discretion.

WRESTLING
Larry Yeradi

An individual must earn 30 points for the varsity team to be awarded a letter.

1. Win by pin in a dual match - 6 points
2. Win by superior decision in a dual match - 5 points
3. Win by major decision in a dual match - 4 points
4. Win by regular decision in a dual match - 3 point
5. For each tournament, the athlete can earn a maximum of 26 points. (i.e., if the athlete pinned each of the 4 matches and earned championship.) Otherwise, he would receive the points earned for the team.
6. In case of injury, the wrestler will be awarded a letter if he has earned 70% on the point system. In the coach's judgement, if a wrestler deserves to letter, it is the coach's prerogative to award that letter.

VOLLEYBALL
Wenett Martin

1. Keep in good standing throughout the season as far as discipline, attitude, and training rules are concerned.
2. Make a sincere attempt to give 100% in practice and in game situations.
3. Be dedicated to the game, support the athletic program, and be proud to be a part of it.
4. In special cases such as injury, illness, or special contributions to the team, the coach will use his/her discretion in awarding a letter.
5. Be a graduating senior who, by consistent participation each year, gives depth to the team, the coach will use his/her discretion in awarding a letter.
6. Be selected as a member of the Regional team.

GOLF
Allen Patz

1. Golfer must compete in both the fall and spring seasons.
2. Golfer must be in good academic standing.
3. Golfer must attend practices regularly and make a contribution.
4. Golfer must compete on either the state team in the fall or the district team in the spring.
5. A golfer who, by the discretion of the coach, has gone above and beyond but has not been able to compete at a culminating event due to sickness, injury, or other plausible reason may letter.

MUSIC AWARDS
Mark Adams

REGULARLY SCHEDULED CONCERTS ARE CONSIDERED A TEST GRADE. All students are required to attend their own concerts and remain for the entire performance. Parents must provide a written note asking that the students be excused from the concert 24 hours prior to the event. Written reports will be assigned in lieu of excused absence. Unexcused absences receive an 'F'. PARTICIPATION AT GRADUATION IS REQUIRED.

MUSIC, HONORS, AND AWARDS

Honor Band Awards, Honor Choir Pins for attending High School N.E.D. Clinic Jazz Ensemble Awards. HONOR BAND/CHOIR AWARDS ~Students selected for participation in the Clinic Honor Bands and Choirs will receive awards. Twenty-five letter points are awarded for selection and participation in these groups.

STUDENT COUNCIL

Laura Buckingham

Students who participate in Student Council for an entire year may receive a Student Council pin.

NATIONAL HONOR SOCIETY

Lois Ostenson

10 GUIDELINES TO FOLLOW

1. Watch your language. Words are like echoes and boomerangs. Not only do they keep repeating themselves, but most frequently, they come back to the place of their original source.
2. Watch your temper. In fact, keep your temper, because nobody else wants it. In reality, it is one of the surest barometers of your heart.
3. Watch your sportsmanship. When sculpturing on the marble of human lives, more things are caught than taught.
4. Watch your outside activities. To some boy or girl, man or woman, you are their only example or hero. Don't disappoint them by making a heel out of yourself.
5. Remember, always, the least likely to succeed person. He's the one who comes in slow or last. He's the one who stands back with an expectant look, hoping quietly that occasionally you will choose him to do a job or play on your team.
6. Be fair and sincere with everyone. Be willing and ready to apologize when you have said or done wrong to someone.
7. Your own health, daily physical appearance, dress, and habits are the only textbooks on life that some people read. Write each chapter carefully and honorably.
8. In dealing with others below or above you, or on the same level, be genuine and prompt in praise; be honest but firm in discipline; be thoughtful and considerate in times of their personal disappointment.
9. Sit down and talk to yourself regularly, not to readjust your gripes and prejudices, but to arrange your attitudes and motivations, remembering that your greatest gift in life is building people.
10. Remember always to say a prayer before a decision, before a task. That's fortification that means more than to curse God for things that happened afterward when you failed to pray before.

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION
218 West 9th Street
Casper, Wyoming 82601
307-577-0614

WHSAA GOOD SPORT CODE "RALLY AROUND GOOD SPORTSMANSHIP!"

Show respect for all opponents by treating them as guests

Show respect for the officials

Understand and appreciate the rules of the contest

Maintain self control at all times

Applaud opponents' performances

Cheer for your team

When you see a good sport in action, follow their lead and then thank them.

A GOOD SPORT:

Shows Respect for the Opponent. The opponent should be treated as a guest and accorded the tolerance, honesty, and generosity all human beings deserve. Students are asked to cheer for their team, not against opponents and to refrain from attempts to disconcert opponents' free throw attempts - either visually or vocally.

Shows Respect for the Officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Students are asked to refrain from cheers which reflect dissatisfaction with the officials' calls.

Understands and Appreciates the Rules of the Contest. While the rules of the game are complex, a good sport understands the basic concept of the contest and appreciates the fact that the rules were designed to provide a format for fair and equitable competition.

Maintains Self Control at all Times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

Recognizes and Appreciates Skill in Performance Regardless of Affiliation. Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as teasing. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership. With the fundamentals of sportsmanship as the point of departure, specific responsibilities and expected modes of behavior can be defined.

Appreciates the Efforts of Other Good Sports. Good sports are good company. When you observe good sports in action, thank those who are involved and let the WHSAA office be aware of the situation so that the WHSAA can thank them as well. Good sportsmanship is contagious.

“Leading the Way for Tobacco Free Schools”

As of March 1, 2004, the use of tobacco products by employees, patrons, and visitors on district property and in vehicles owned, leased or operated by the school district will be prohibited. Tobacco use in private vehicles on all school district property will also be prohibited.

Campbell County School district wants to thank all employees, patrons, and visitors for complying with the new policy and for setting a great example for our students.

**HATHAWAY
SCHOLARSHIP
PROGRAM INFO**

