

**CAMPBELL COUNTY SCHOOL DISTRICT  
PARENT/STUDENT HANDBOOK  
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## **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](mailto: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.<sup>1</sup>

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

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<sup>1</sup> 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.

- 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;
  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

ADMINISTRATIVE REGULATION:

### **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

ADMINISTRATIVE REGULATION:

## 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

### STUDENT HEALTH

### 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”

##### 1. 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 H<sub>2</sub>O 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  
ADMINISTRATIVE REGULATION:

## **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.
2. 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.

3. 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.
4. 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:

## **ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

## **Policy 5131**

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 marihuana;
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 marihuana, 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

### GRADING AND REPORTING STUDENT PROGRESS

**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):  
 CROSS 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  
LEGAL REFERENCE(S):  
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](http://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 0°. 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)**

Sage Valley Junior High  
CORE VALUES  
Take Responsibility  
Show Respect  
Build Relationships

## Mission and Vision Statement

*Our Vision:*

*Expanding our wings in an expanding world  
"This is how we fly!"*

*Our Mission:*

*With Energy we Achieve our Goals; through Lifelong Learning  
and Exploration, we Succeed.  
Sage Valley Eagles*

### **Reading Goal:**

**80% or more of all students will achieve proficiency in the general skills and strategies of the reading process across the curriculum.**

### **Writing Goal:**

**80% or more of all students will achieve proficiency in the general skills and strategies of the writing process across the curriculum.**

**SAGE VALLEY JUNIOR HIGH SCHOOL  
ADDITIONAL AND SCHOOL SPECIFIC INFORMATION**

**CAMPBELL COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES**

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

**CAMPBELL COUNTY SCHOOL DISTRICT ADMINISTRATORS**

682-5171

Dr. Richard Strahorn .....	Superintendent of Schools
Dr. Boyd Brown.....	Associate Superintendent for Instruction
Dr. Alex Ayers .....	Associate Superintendent for Instructional Support
Steve Fenton .....	Assistant Superintendent of Curriculum and Assessment
Lyla Downey.....	Assistant Superintendent of Technology Education
Doug Rose.....	Director of Special Programs
Larry Reznicek.....	Director of Human Resources
Carrylann Goens .....	Director of Staff Development

**CAMPBELL COUNTY DISTRICT SPECIALISTS**

Cliff Hill.....	Activities Coordinator.....	687-0369
Paul Zeleski.....	Planetarium Director.....	682-4307
Jodi Crago-Beck.....	Science Center/Adventurarium Director..	686-3821

**SAGE VALLEY ADMINISTRATORS AND COUNSELORS**

682-2225

Terrence J. Quinn .....	Principal
Sheryl Levi.....	Associate Principal
Tom O'Boyle .....	Associate Principal/Activities Director
Christy Hofmeister .....	7 <sup>th</sup> grade Counselor
Julie Brisch Medrano .....	8 <sup>th</sup> grade Counselor
Tami Cortney .....	9 <sup>th</sup> grade Social Worker

**SAGE VALLEY JUNIOR HIGH PERSONNEL 2011-2012**

682-2225 (Main Office) 682-9247 (Guidance)

<b>Name</b>	<b>Position</b>	<b>Prep Hour</b>				<b>Room</b>
	<b>Administration</b>					
Levi, Sheryl	Associate Principal					Office
O'Boyle, Tom	Associate Principal/Activities Director					Office
Quinn, Terrence J.	Principal					Office
		<b>Prep Hour</b>				
	<b>Certified</b>	<b>Sem. 1</b>		<b>Sem. 2</b>		
	<b>Subject</b>	<b>A</b>	<b>B</b>	<b>A</b>	<b>B</b>	<b>Room</b>
Arthun, Scott	Business Education	2	1	2	2	313
Backhaus, Kris	Social Studies	4	3	3	3	315
Boyce, Mel	Science	1	1	1	1	324
Brisch Medrano, Julie	Guidance Counselor					Guidance
Brown, Linda	Math	4	2	4	2	322
Burris, Cindy	Family & Consumer Science	3	3	3	3	221
Cina, Nate	Health	1	1	3	4	Annex 1
Cloud, Ruth	Spanish/Exploration	4	4	4	2	314
Coleman, Tawnya	Special Programs	2	3	2	3	209
Cortney, Tami	Social Worker					Guidance
Cossitt Mueller, Rita	Math	3	3	4	3	301
Curtis, Diane	G.A.T.E./C.P.S.	1	1	4	2	205
Daniel, Mike	Physical Education	4	4	4	4	04
Deaton, Joe	Special Programs	4	4	4	4	208
Ehrlinger, Robert	German	-	4	-	3	312
Elliston, Haley	English	3	1	2	1	224
Gambrel, Brenda	Librarian					Library
Gemar, Keith	Math	3	4	3	4	302
Gerrits, Christy	Science	1	3	1	2	318
Gill, Jason	Social Studies	3	3	3	3	307
Gorsuch, Amy	Health	2	2	1	1	Annex 1
Gray, Wendy	Orchestra	2	-	2	-	101
Griffis, Kayla	Physical Education	3	3	3	3	03
Hedrick, Alexis	Social Studies	1	3	1	1	317
Hill, Robby	Physical Education	2	3	2	4	04
Hinkel, Terri	Family & Consumer Science	4	1	4	1	220
Hofer, Nanette	Choir/Piano	4	4	4	4	102
Hofmeister, Christy	Counselor					Guidance
Holland, Kimberlee	Special Programs	3	3	3	3	213
Horning, Mary	English	1	2	2	2	201
Jarvi, Chrisa	Math	3	1	3	2	323
Joslyn, Hope	School Nurse					

Kampfe-DeLancey, Jacque	Special Programs	4	4	4	4	215
Kenyon-Wood, Keri	English	1	1	1	1	217
Ketel, Barbara	Special Programs	1	1	1	1	208
Klaassen, Richonda	Math	-	3	-	3	304
Lewis, Rita	Art	2	4	3	4	202
Likewise, Beth	Special Programs	1	1	1	1	216
Lyman, Roberta	English	3	4	4	4	223
MacDonald, Julie	English	-	2	-	2	218
Mahoney, Michael	Science	1	2	1	1	325
Mason, Jennifer	Reading	1	2	1	2	212
Mathes, Christy	Science	1	1	1	1	321
McMillan, Karen	Math	3	1	3	1	320
McNutt, Barb	Instructional Facilitator					Library
Meredith, Kori	Reading	1	3	1	1	210
Miller, Brian	English	3	4	3	4	204
Myers, Cindy	Math	4	-	4	-	304
Myers, Dewain	Social Studies	4	4	4	4	319
Pinon, Dirk	Physical Education	3	3	3	3	04
Rasse, Nick	Social Studies	1	2	1	1	316
Robb, Jennifer	Math	2	2	3	2	303
Schlekeyway, Gary	Science	2	1	2	1	310
Schofield, Karia	Band	3	2	3	2	101
Schultz, Mike	Technology Education	1	1	1	1	109
Schultz, Renee	Physical Education	4	2	4	4	03
Schurtz, Kasey	Social Studies	4	3	2	3	309
Shields, Kristina	Technology Coordinator					Tech Office
Sorenson, Jenny	English	2	-	2	-	218
Stamp, Andrea	Science	2	4	2	4	308
Stewart, Linda	Art	3	2	2	2	227
Toole, Cliff	Business Education	4	2	3	2	311
Trauger, Eric	Communications	2	4	4	3	214
Watson, Andrea	Special Programs	1	1	1	1	211
Weinand, Brian	Technology Education	2	1	2	4	104
Wickwire, Melissa	Art	2	1	2	3	228
Wilkerson, Danelle	Physical Education	2	3	2	2	03
Zeleski, Paul	Planetarium Director					Planetarium
Zeller, Jayson	Special Programs Counselor					
Zempel, Lisa	Transitional School					103

<b>Educational Support Personnel</b>		
Betts, Jennifer	Special Education Teacher Assistant	
Bondurant, Sandy	Secretary to Associate Principal/A.D.	Office
Brady, Brenda	Compensatory Program	Annex 3
Buckley, Shelly	Special Education Teacher Assistant	
Crawford, Kathi	Secretary to Associate Principal	Office

Daniels, Sandy	Special Education Teacher Assistant	
Dominguez, Maria	Head Custodian	
Eaton, Joyce	Special Education Teacher Assistant	
Fischer, Amy	Special Education Teacher Assistant	
Gramstad, Melody	In School Discipline Program	Annex 3
Hagen, Lesa	Special Education Teacher Assistant	
Hard, Matt	Technology Assistant	Tech Office
King, Amy	Guidance Secretary	Guidance
Lewis, Jovan	Media Office Clerk	Library
Molina, Maria	Assistant Head Custodian	
Outzen, Renee	Attendance Clerk	Attendance
Parkinson, Melody	Transitional School Assistant	103
Peterson, Tracy	Data Clerk for Special Programs	
Pettyjohn, Bonnie	Special Education Teacher Assistant	
Richman, Rita	Attendance Clerk	Attendance
Safora, Becky	Music Aide/Accompanist	101/102
Simque, BeaJay	Special Education Teacher Assistant	
Simque, Brittany	Special Education Teacher Assistant	
Snyder, Andrea	Special Education Teacher Assistant	
Starlings, Megan	Special Education Teacher Assistant	
Tamez, Amanda	Special Education Teacher Assistant	
Tillman, Lori	Special Education Teacher Assistant	
VanPatten, Dana	Secretary to the Principal	Office
Young, Tania	Special Education Teacher Assistant	

### CONTACTING TEACHERS AT SCHOOL

The best time to call teachers to talk or to arrange an appointment is from 7:30 to 7:45 each morning. Please call 682-2225 and office personnel will transfer your call to the proper department office, or you may e-mail the teacher directly.

Teachers can be contacted by e-mail through the Power School site by clicking on the teacher's name or direct e-mail. The district e-mail address is usually the first initial of the teachers name and the complete last name @ccsd.k12.wy.us, with the following exceptions:

Keri Kenyon-Wood	<a href="mailto:kkenyon@ccsd.k12.wy.us">kkenyon@ccsd.k12.wy.us</a>
Rita Cossitt Mueller	<a href="mailto:rcossitt@ccsd.k12.wy.us">rcossitt@ccsd.k12.wy.us</a>
Cindy Myers	<a href="mailto:cimyders@ccsd.k12.wy.us">cimyders@ccsd.k12.wy.us</a>
Kim Holland	<a href="mailto:kiholland@ccsd.k12.wy.us">kiholland@ccsd.k12.wy.us</a>
Jacque Kampfe-DeLancey	<a href="mailto:jkampfe@ccsd.k12.wy.us">jkampfe@ccsd.k12.wy.us</a>

## CLASS SCHEDULE

<b>1<sup>st</sup> hour</b>	<b>7:50 - 9:25</b>
<b>2<sup>nd</sup> hour</b>	<b>9:30 - 11:05</b>
<b>3<sup>rd</sup> hour and lunches</b>	
A Lunch	11:05 – 11:35
Class	11:40 – 1:15
Class	11:10 – 11:55
B Lunch	11:55 – 12:25
Class	12:25 – 1:15
Class	11:10 – 12:45
C Lunch	12:45 – 1:15
<b>4<sup>th</sup> hour</b>	<b>1:20 - 2:55</b>

## EARLY RELEASE SCHEDULE

<b>1<sup>st</sup> hour</b>	<b>7:50 – 8:55</b>
<b>2<sup>nd</sup> hour</b>	<b>9:00 – 10:05</b>
<b>4<sup>th</sup> hour</b>	<b>10:10 – 11:15</b>
<b>3<sup>rd</sup> hour and lunches</b>	
A lunch	11:15 – 11:40
Class	11:45 – 12:55
Class	11:20 – 11:50
B lunch	11:50 – 12:15
Class	12:15 – 12:55
Class	11:20 – 12:30
C lunch	12:30 – 12:55

**Students dismissed at 12:55**

### EAGLES NEST SCHEDULE (Tuesdays)

<b>1<sup>st</sup> hour</b>	<b>7:50 – 9:15</b>
<b>2<sup>nd</sup> hour</b>	<b>9:20 – 10:45</b>
<b>Eagles Nest</b>	<b>10:50 – 11:20</b>
<b>3<sup>rd</sup> hour and lunches</b>	
A lunch	11:20 – 11:50
Class	11:55 – 1:25
Class	11:25 – 12:05
B lunch	12:05 – 12:35
Class	12:35 – 1:25
Class	11:25 – 12:55
C lunch	12:55 – 1:25
<b>4<sup>th</sup> hour</b>	<b>1:30 – 2:55</b>

#### ALTERNATE BELL SCHEDULE

##### 1 HOUR LATE START

1 <sup>st</sup> hour	8:50 – 10:10
2 <sup>nd</sup> hour	10:15 – 11:35
3 <sup>rd</sup> hour and lunches	
A lunch	11:35 – 12:00
Class	12:05 – 1:30
Class	11:40 – 12:20
B lunch	12:20 – 12:45
Class	12:45 – 1:30
Class	11:40 – 1:05
C lunch	1:05 – 1:30
4 <sup>th</sup> hour	1:34 – 2:55

#### ALTERNATE BELL SCHEDULE

##### 2 HOUR LATE START

1 <sup>st</sup> hour	9:50 – 10:55
3 <sup>rd</sup> hour and lunches	
A lunch	10:55 – 11:20
Class	11:25 – 12:35
Class	11:00 – 11:30
B lunch	11:30 – 11:55
Class	11:55 – 12:35
Class	11:00 – 12:10
C lunch	12:10 – 12:35
2 <sup>nd</sup> hour	12:40 – 1:45
4 <sup>th</sup> hour	1:50 – 2:55

## BUILDING HOURS

1. Classes begin at 7:50 a.m. and end at 2:55 p.m.
2. The building is open to students at 7:00 a.m.
3. The first bell to go to lockers is at 7:30 a.m. The tardy bell is at 7:50 a.m.
4. At 2:55 p.m., students are to leave the building and the campus unless they are staying for an activity or working under a teacher's supervision. Students are to leave the school promptly by bus, private transportation, or on foot. After regular school hours, all unsupervised students should be out of the building and off school grounds by 3:15 p.m.
5. The office is open from 7:00 a.m. to 4:00 p.m. every working day during the school term. In the summer, the hours are 7:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday through Friday.
6. The counselors are in the guidance office from 7:30 a.m. to 3:25 p.m. The guidance office is open daily 7:30 a.m. to 3:30 p.m.
7. The nurse's office will be open from 7:30 a.m. to 3:25 p.m. daily.
8. The nurse will do throat swabs from 7:30 a.m. to 8:00 a.m. for a \$2.00 fee.

## RELEASE OF STUDENTS DURING SCHOOL HOURS

### Release to Parents or Guardian

1. *In case of illness during the school day, a student must see the school nurse before leaving school.* The nurse will contact a parent or guardian and issue a *permit to leave the building* to the child if they are to go home.
2. When parents want their child to leave school during the school day, a note should be sent in the morning if it is known the child will be leaving school during the day. This allows the student to secure a permit to leave prior to 7:45 a.m.
3. For emergencies or unforeseen needs, parents are to come to the attendance office and ask for their child.
4. For an appointment within walking distance, a student will be released to walk to the appointment at the parents' request.
5. Identification may be requested when parents/guardians come to pick up their child. Please understand that our office personnel do not know all parents by sight.

### Release to Other than Parent or Guardian

*We do not release students to anyone other than parents or guardians during the school day.*  
**Exceptions to this policy for emergency situations must be approved through an administrator**

## ATTENDANCE/TARDY PROCEDURES

### Procedure to Verify Student Absence

1. Parents are to call the attendance clerk at 682-2225 by 9:00 a.m. to report student absence. If no call is received, the clerk will attempt to call parents at home or work.

2. Upon returning to school the student must present a note to the attendance clerk stating the reason for the absence, days absent, date written, and parent's signature.

### **Excused Absences**

Students will be excused for absences from school when the note from parents is approved by the administration. **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.

1. Illness and other medical situations should be the main reason for student absenteeism. In cases of prolonged illness parents are to contact school officials to determine appropriate action.
2. Parent requested absences are also a reason for student absences, for example: family emergencies, hunting, attending activities, and court appearances would fall into this category. These are to be pre-excused whenever possible by sending a note to school well in advance of the absence.
3. Starting from the day students receive their assignments they will have two school days to make up work for each day of an excused absence.
4. Students absent for ten consecutive days without school/parent contact will be automatically dropped from the rolls and may lose credit for the semester in which they are enrolled.
5. A student must be absent for three consecutive days before requesting schoolwork to be collected and sent home.
6. The school district employs an attendance officer. This person will contact families at their homes concerning possible attendance problems as determined by school officials.

### **Truancy (Unexcused Absence)**

1. Students will be considered truant as defined in the attendance policy.
2. When a student is truant, upon his or her return
  - a. They will be required to have a conference with an administrator.
  - b. Their parents will be notified by telephone, if possible and/or by mail, or by the attendance officer, within 48 hours.
  - c. They will be assigned to the In School Discipline Program (ISDP) for four (4) days on the first offense and six (6) days for each additional offense.
3. Students will receive a grade of "F" or it's equivalent for each class/assignment missed while truant.
4. Any student who accumulates five (5) or more days of truancy during the school term will be referred to the Superintendent of Schools for a hearing before the Board of Trustees.

### **Tardy**

A tardy will be given to students who are not in class on time due to oversleeping; being off the campus; wasting time in the halls; not having passes from the nurse, counselor or teacher; and

other situations where the students are in control. The attendance clerk keeps a record of tardies accumulated by the students and they become a part of the permanent record.

Tardies will be dealt with in the following manner.

1. Tardies *per class per semester.*

One unexcused tardy	One-to-one conference with student to explain tardy rules.
Two unexcused tardies	Assign 30-minute teacher supervised detention.
Three unexcused tardies	Assign one hour teacher supervised detention and contact parents explaining future consequences.
Four unexcused tardies	Refer to office for two (2) day assignment to the In School Discipline Program (ISDP) for disruptive behavior.
Five or more unexcused tardies	Refer to office for four (4) day assignment to the In School Discipline Program (ISDP) for disruptive behavior.

2. Cumulative tardies *in all classes per nine week period.*

Eight cumulative tardies	Office personnel conference with students, parent contact, and letter sent home to parents that an ISDP assignment is going to be made at 11 unexcused tardies.
Nine cumulative tardies	Conference with student and assign two 1 hour of administrative detention.
Ten cumulative tardies	Two (2) day assignment to the ISDP (disruptive behavior)
Eleven cumulative tardies	Four (4) day assignment to the ISDP (disruptive behavior)
Twelve cumulative tardies	Six (6) day assignment to the ISDP (disruptive behavior)

### **STUDENT VISITORS**

Visitors of junior high age, NOT enrolled in the Campbell County School District, John Paul II, Heritage Christian or Home Schooled in Campbell County, are welcome to visit during LUNCH ONLY with someone who is enrolled at Sage Valley. Visitors must have a pass from the office. **No visitors will be allowed the first or last two weeks of school.**

### **CONTACTING YOUR CHILDREN DURING SCHOOL HOURS**

**Please do not call or text your student on their cell phone.** Cell phones are to be turned off and put away from 7:45 until the end of the day. The phone will be confiscated if the student is using it during that time.

#### **By Telephone**

1. Messages will be taken on routine matters. Students will be called at class break to pick up messages.
2. Students will be called to the telephone only in an emergency situation.

#### **In Person**

1. Come to the office via front doors by the flagpole.

2. Leave your message or delivered items at the office or ask to see your children if necessary.
3. We discourage contact with students by anyone other than parents or guardians.

### **ATTENDANCE AREAS FOR JUNIOR HIGH**

The attendance line separating the two junior high schools will start on the west county line at the north boundary line of Township 49, continue along that township line until it intersects with Interstate 90 at about the Force Road intersection, follow the interstate until it intersects with the Burlington Northern railroad east of Gillette, and follow said railroads to the east county line. Basically, all grade 7-8-9 students north of this line will attend Twin Spruce Junior High and students south of the line will attend Sage Valley Junior High. Persons living in Rozet are considered to be in both attendance areas.

An attendance area change request form must be completed and approved to attend school outside the designated attendance area. If you have questions, please call 682-2225 and ask for one of the principals.

### **GUIDANCE, COUNSELING, AND TESTING**

Sage Valley has two full-time counselors and a full-time social worker. The guidance office is located on the first floor, off the commons area.

Students and parents are encouraged to use the services of the guidance department. Students may arrange an appointment by stopping at the guidance office before school or between classes. Parents may call anytime during the guidance office hours of 7:30 a.m. to 3:25 p.m.

Some of the services provided are counseling, answering general questions, listening to student concerns, helping solve problems, changing class schedules, assisting with student checkout, maintaining cumulative folders and permanent records, registering new students, testing, and assisting in special program placement.

### **SCHEDULE AND SCHEDULE CHANGES**

At the beginning of each semester, all students receive a class schedule. Students are to follow this schedule unless an official schedule change is made. According to building procedure, students may change their schedule during the first ten (10) days of each semester. These changes may be initiated by a parent, teacher, counselor, or by an administrator. Our counselors will make the changes and notify the teachers. A student will not be admitted to a new class until he or she has an updated computer schedule. Where room is not available or an inequity in teaching assignments occurs, a schedule change may not be granted. Schedule changes will not be made to accommodate friends or lunch requests.

To request a schedule change, please do the following:

1. Send a note with the student giving reason(s) and approval for the change.
2. Have the student:
  - a. Take the note to the guidance office.
  - b. Start the new schedule only after getting a copy from the guidance secretary.

**Schedule changes after the first ten (10) days of the semester are discouraged. Parents must contact an administrator by phone or in person to discuss the possible change.**

### **CLASS DEMONSTRATION ITEMS**

From time to time students bring items from home to use in class. Some of these can be potentially dangerous or valuable such as pets.

To bring potentially dangerous or valuable items, students are to do the following:

1. Secure permission from the teacher of the class where the item will be used.
2. Have a parent bring the item or pet to school at the time it is needed and then take it home immediately after it is used in class. Pets must be accompanied by proof of current vaccinations and have approval from a principal. Items, not pets, should be brought to the school office and stored in the vault until needed in class. Students may pick them up at the office for class and return them when class is over.

Most demonstration items can be brought to school with the teacher's verbal permission only. If anyone has a question about any item, they are to contact one of the building principals.

### **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Sage Valley Junior High to attend school elsewhere, the parent(s) or guardian(s) must send a note, on or before the student's last full day in school, stating the following:

1. Date of last day in school.
2. Names of new community and new school if known.
3. Reason for leaving Sage Valley.

Records will be released to the new school upon receipt of their request.

Students must carry a checkout sheet (available in the attendance office) for all teachers to sign on their last day.

Checking out properly is important to avoid delays in records transfer. For example, unpaid bills will delay records from being sent to the new school.

Early checkout from school in the spring is discouraged; however, sometimes it is necessary. In these instances a parent should send a note at least one week before the student's final day in school. The note should state the reason for early checkout, the last day the student will be in school, a phone number where the parent can be reached, and the parent's signature.

### **CHURCH NIGHT**

Wednesday night is designated by the school district as church night. We will not schedule any activities after 6:00 p.m. and will end sports practices by 6:00 p.m. on Wednesdays.

## SCHOOL LOCKERS

All students will be provided a hall locker with a combination lock when school begins. This locker is for coats, books, school supplies, and other items needed for school. Sage Valley will not be responsible for any misplaced, lost or stolen items, nor will investigate any thefts from lockers that are not properly shut nor if known locker problems have not been reported to the attendance office.

### Locker Do's and Don'ts

1. Valuables should not be brought to school or placed in lockers. The office personnel will place the valuable in the building vault for safekeeping. Items of real value should be left at home. Sage Valley and its employees are not responsible for lost or stolen items.
2. Parents must encourage their children to keep their locker locked at all times.
3. Students are to use their assigned locker and *only change lockers if authorized by the clerk in the attendance office.*
4. Trouble with a locker is to be reported to the clerk in the attendance office immediately.

Students who are in band, physical education class or athletics will be provided a locker and lock in each area.

All lockers at Sage Valley Junior High School are the property of the CCSD 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 the normal use.

Items found in a locker search that might lead to criminal action against students will be turned over to the proper authorities. If local police wish to search a locker, they will be allowed to do so in accordance with the law.

## CLASSROOM MATERIALS CHECKOUT

In most classes, all students will have a textbook checked out to them at the beginning of the semester. These books will probably be used as a basis for many units that are taught; however, in numerous instances supplementary material will be used. Copies of the supplementary material will be available for checkout. Please advise your child to take good care of books since fines will be charged for damage or loss.

## LOST AND FOUND

Clothing, books and other items that are found in the building are kept on shelves in the commons. Small or valuable items such as cell phones, iPods, jewelry, watches and keys are kept in the main office. Please encourage your children to check the shelves or at the main office if they have lost something.

## FINES

It's important for students to take good care of school property entrusted to them. Fines will be assessed at the end of the semester or year for items lost or damaged beyond normal wear and tear. Report cards will be held in the office at the end of the year until the fine has been paid. *Fines carry over to the high school, and students will not receive a diploma if there are unpaid fines on their record.*



## SCHOOL LUNCH INFORMATION

Lunch – A regular lunch consists of 1 entrée plus a minimum of two (2) but no more than four (4) side items. The entrée choices are: Hamburger, Cheeseburger, Chicken Sandwich, Pizza, two (2) pizza sticks, Taco Bar, Potato Bar, Soup and Cold Sandwich, and Main Event. Side items include, but are not limited to: fruits, vegetables, salad, roll and boxed milk.

A la carte – A selection of individually priced items that are **not included** in the price of a meal. A la carte items are not eligible for free/reduced discounts. A la carte items would include, but are not limited to: chips, cookies, granola bars, beef jerky, pop-tarts, bottled water, bottled/flavored milk, juice, etc.

There are three lunch periods; all students eat in the Commons unless special arrangements have been made.

### Lunch Accounts

Money may be applied to a lunch account from 7:30 to 7:45 a.m. in the kitchen area, any time in the main office or online. Parents can add money to their students lunch account by visiting [campbellcountyschools.net](http://campbellcountyschools.net). Under the **Families** tab, choose **Touchbase**. The **User ID** is your student's 5-digit ID number and the **Password** is your student's last name.

It will be the student's responsibility to memorize their student ID number in order to purchase a school meal or a la carte items. The student will be asked to key in their ID number in order to purchase meals.

## MAKE UP WORK

Starting from the day students received their assignment(s) they will have two (2) school days to make up work for each day of an excused absence. Work assigned prior to the absence, but due on a day the student is absent, will be due the day the student returns to school.

## SAGE VALLEY JUNIOR HIGH DISCIPLINE GUIDE

On the next few pages several areas that come under the general area of student behavior will be covered. Parents are encouraged to work closely with school personnel to see that their children maintain acceptable behavior so learning can take place. Parents should feel free to call or e-mail a teacher, counselor, or principal at any time with concerns.

Below are some general reminders concerning student behavior:

1. Appropriate behavior, hard work, and a willingness to learn will be expected in the classroom. Disruptive behavior will not be accepted.
2. Be courteous to fellow students and to the adults in the building.
3. Use and/or possession of tobacco, alcohol, or controlled substances (drugs), will result in severe punishment of varying degrees as well as suspension from all activities. It could result in being expelled from school.
4. Be courteous and careful in the halls. For example, running or pushing could injure you or someone else.
5. Take good care of school property and report damage to office personnel. Excessive

- abuse of school property could result in a fine.
6. Do not bring weapons or explosives to school.
  7. Possession of water guns, shaving cream, or any material deemed to be a nuisance is not allowed. These items will be taken away by the staff or administration and must be picked up by a parent/guardian.
  8. A public display of affection is not accepted behavior. This includes such things as holding hands, walking with arms around one another, etc.
  9. Follow the classroom rules set by your teachers.

### **MINOR INFRACTION**

**MINOR INFRACTION** - handled by the teacher or an administrator

Inappropriate Behavior-----Talking, unprepared for class, goofing around, etc.

Public display of affection----Holding hands, hugging, kissing, etc.

Throwing of objects -----Snowballs, etc.

Dress Code Violation -----Violation of the dress code

Missed Detention -----No-show after the student, parent and teacher have agreed upon a time.

### **CONSEQUENCE FOR MINOR INFRACTION**

1. Staff contact parent by phone or e-mail to inform them of the infraction and consequences. <<AND>>
2. Consequence determined by frequency of infraction:
  - a. 1st Infraction Teacher Detention - 30 minutes to 1 hour
  - b. 2nd Infraction Teacher Detention - 1 hour to 2 hours
  - c. 3rd Infraction Office referral - Administrative Detention
  - d. 4th Infraction Office referral and treated as a 1st moderate or major infraction

### **ADDITIONAL OPTIONS FOR MINOR INFRACTIONS**

- Time-out in the hallway or office
- Student writes a plan for future behavior
- Refer to guidance counselor
- Teach proper behavior
- Restitution
- Warning
- Written documentation

### **MODERATE INFRACTION**

**MODERATE INFRACTIONS** - handled by administrators and/or teachers

Bullying/Taunting -----repeated teasing, unwanted following, etc.

Cheating-----using someone else's homework/test or allowing someone else to use your homework/test.

Class cut-----more than ten minutes late to class, leaving class early, misuse of bathroom privilege or hallway passes

Disruptive behavior-----involvement in any incident that conflicts with the smooth operation of the school (i.e., encouraging a disturbance such as a fight, sit-in, food fight, profanity, etc.)

Electronic devices -----Cell phones, music players, Gameboys, laser pointers, etc.

Misleading Personnel -----Intentionally giving false information  
Scuffle-----pushing, shoving, verbal dispute of prolonged duration.  
Skipped detention-----Repeated/intentional no-show for detention.  
Theft -----\$1 to \$20  
Uncooperative-----failure to serve detentions, follow directions, etc.  
Vandalism -----\$1 to \$20

### **CONSEQUENCES FOR MODERATE INFRACTION**

1. Staff contact parent by phone or e-mail to inform them of the infraction and consequences. <<AND>>
2. Consequence determined by frequency of infraction:
  - a. 1st Infraction Administrative detention for 30 minutes to 2 hours or 3 days ISDP
  - b. 2nd Infraction Treated as 1<sup>st</sup> major infraction

### **MAJOR INFRACTION**

**MAJOR INFRACTIONS** - handled by administrators and police may be contacted

Alcohol/Drugs-----possession and/or use.  
Battery-----an attack, with or without a weapon, intending to do physical or emotional harm.  
Bullying/Harassment -----serious threats or repeated hazing  
Disrespect of Staff-----swearing at, gestures, verbal abuse, etc.  
Electronic devices -----Cell phones, music players, Gameboys, laser pointers, etc.  
Fighting -----punches thrown, physical injury, major disruption  
Insubordination -----refusal to submit to a reasonable request from an authority figure  
Safety violation -----engaging in behavior that is a safety risk to oneself or others.  
Tardies, excessive -----as per current policy  
Theft -----more than \$20.00  
Threat/Intimidation -----Threatening or intimidating another person  
Tobacco -----possession and/or use  
Truancy -----missing one or more unexcused class periods in a day  
Vandalism -----more than \$20.00

### **CONSEQUENCES FOR MAJOR INFRACTION**

1. Staff contact parent by phone or e-mail to inform them of the infraction and consequences. <<AND>>
2. Activity suspension as per policy <<AND>>
3. Consequence determined by frequency of infraction:
  - a. 1st Infraction 3-6 days ISDP
  - b. 2nd Infraction 4-8 days ISDP
  - c. 3rd Infraction 6-10 days ISDP

### **ADDITIONAL OPTIONS FOR ALL INFRACTIONS**

- Parent shadowing
- Out of school suspension
- Police contact
- Referral to Transitional School
- Formal apology
- Restitution

- Custodial work assignment
- Hearing before the Board of Trustees

## **EXCEPTIONS TO THE RULES**

**WEAPONS** - possession of guns, explosives, illegal knives, drugs-possession and/or use, etc.  
**CONSEQUENCE FOR WEAPONS:** As per School Board Policy

**SEXUAL MISCONDUCT** - Any sexually related behavior which is judged to be clearly detrimental to the education, welfare, safety or morals of other pupils. Students will not engage in sexually related behaviors while on school property or under the supervision of any school personnel. This rule applies to curricular as well as extracurricular activities. This rule applies to school sponsored events anywhere, as well as school sponsored travel to and from such events.

**CONSEQUENCE FOR SEXUAL MISCONDUCT:** ISDP or Out-of-school suspension until School Board Hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances.

### **5<sup>TH</sup> TRUANCY**

**CONSEQUENCE FOR 5<sup>TH</sup> TRUANCY:** A meeting with the Superintendent may be held.

IEP identified students - Consequences will be the same except where an out-of-school suspension is being considered. An IEP meeting may be organized in those situations prior to the consequence, unless there is an immediate danger to the student or others in the building.

Additional or alternative consequences may be administered for exceptional circumstances.

## **LUNCH TIME CONSEQUENCE (LTC)**

Students choosing to behave inappropriately during lunch time will be assigned to a lunch time consequence (LTC). The consequences for an LTC include the following:

- The student is to sit at the designated table for the remainder of the lunch period.
- After other students are dismissed, the student will clean up garbage and wipe down tables to the satisfaction of the supervising adult(s).
- The student will then go to the main office for an unexcused tardy pass.

Students sent to the designated table in the commons are not to visit with each other, communicate with any other students, or be bothersome in any way. Students will follow all directions given to them by the supervising adults. Failure to comply will result in an office referral and additional consequences.

## **EXPLANATION OF DISCIPLINARY ACTION**

1. Detention – A detention can be assigned by a teacher or a principal for unacceptable behavior. If a teacher assigns the detention, the student will report to that teacher’s room. If assigned by an administrator, the detention will be served in the ISDP room, Monday through Friday 7:15 – 7:45 a.m. or 3:00 – 3:30 p.m. There are no afternoon detentions served on early release days.
2. Suspension – The school principal may suspend students from school for up to ten (10) school days. For most suspensions, the suspended student is assigned to the ISDP so they

are isolated from the regular school classes and school activities, but have an opportunity to complete their schoolwork.

3. Expulsion – At some time in the school year, a very small amount of students may get into so much trouble that they are recommended for expulsion because they are no longer benefiting from the opportunity to attend school, and are disrupting the school atmosphere to the point that other students are being deprived of their educational opportunities.
4. S.T.A.R. Program – Specialized Treatment and Rehabilitation (S.T.A.R.) is a program developed to save some of our students from being expelled, keep them out of jail or juvenile facilities, and out of trouble. This program focuses on giving students the opportunity to continue and improve their education within their usual school setting. S.T.A.R. addresses the need of these students by providing for education while teaching teamwork, discipline and life skills, thus instilling a sense of pride and self-discipline. Students between the ages of 11 and 18, to avoid an expulsion, may be assigned to the S.T.A.R. program located at South Campus.

### **IN SCHOOL DISCIPLINE PROGRAM (ISDP)**

The In School Discipline Program (ISDP) is located in an annex at Sage Valley. Students who have committed suspension-causing infractions are assigned to this program rather than being suspended out of school. A full time instructor supervises their studies. Our counselors also serve the program.

Students could be suspended from extracurricular activities when assigned to ISDP based on the following:

1. Currently assigned to ISDP – unable to attend activities
2. After 1<sup>st</sup> assignment to ISDP – 30 school days from date of assignment (usually waived)
3. After 2<sup>nd</sup> assignment to ISDP – 60 school days from date of assignment
4. After 3<sup>rd</sup> assignment to ISDP – 90 school days from date of assignment
5. After 4<sup>th</sup> assignment to ISDP – 120 school days from date of assignment
6. After 5<sup>th</sup> assignment to ISDP – 150 school days from date of assignment

### **LAW ENFORCEMENT OFFICERS IN THE SCHOOL**

#### **School Resource Officer**

The school district wishes to cooperate with peace officers in a manner helpful to the law enforcement agency and least disruptive to the educational process.

The School Resource Officer is a uniformed police officer, assigned to Sage Valley and other schools in the district. In addition to assisting with violations of the law and ensuring the safety of students, he or she is also a member of our staff. The School Resource Officer will conduct classroom presentations and help lead discussions. Please help make the School Resource Officers a welcomed part of our school by taking time to get to know them.

It is the preference of the District that contacts between law enforcement officers and students which involve interviews, arrest, or subpoenas take place outside normal school hours.

## **Information Gathering from Students**

- A. In cases of information gathering from students by a peace officer regarding an incident that did not occur on school property, the following options will apply:
1. The officer may bring the parent(s), guardian(s) or representative of the student to the school to attend the meeting between the officer and the student.
  2. The officer should have written permission from parent(s), guardian or representative of the student permitting the meeting between the officer and student.
  3. The building administrator will ensure contact of the parent(s), guardian(s) or representative to afford them the opportunity to attend the meeting or consent to the meeting in their absence.
  4. If a student's parent(s), guardian(s) or representative have not consented and are not present and the administrator, after making a valid attempt, is unsuccessful in contacting them, the administrator may allow the meeting between the officer and the student to take place if the administrator is satisfied that special circumstances exist. If no parent(s), guardian(s) or representative is present, or parental consent has not been obtained, a school administrator will be present at the interview in place of the parent(s), guardian(s) or representative. After the meeting has been held, it will be the responsibility of the administrator to contact the parent(s), guardian(s) or representative and inform them the meeting occurred.
- B. In cases of information gathering from students by officers for an incident on school property or during school hours where the District has requested the participation of law enforcement, a reasonable attempt will be made to contact the parent(s), guardian(s) or representative to afford them an opportunity to be present during such questioning. If no parent(s), guardian(s) or representative is present an administrator will be present in place of the parent(s), guardian(s) or representative.

## **Arrest, Service of Process, or Taking a Student into Custody**

If a law enforcement officer has a warrant for a student's arrest or any legal process to be served upon a student, the officer must be permitted to arrest or serve process upon the student. However, whenever possible, the arrest or service of process should be conducted privately in an administrator's office and out of view of the other students.

Normally, school officials should not release a student to law enforcement authority unless the student has been taken into custody or placed under arrest, or the parent(s), guardian(s), or representative for the student agrees to the release. When an emergency situation exists, the school administrator may summon law enforcement officials to the school to take a student into custody. When students are removed from school by law enforcement officials for any reason, including taking the student into custody or arrest of the student, every reasonable effort will be made to contact the student's parent(s), guardian, or representative immediately.

## STUDENT SEARCH

Campbell County School District is fully committed to promoting a safe learning environment. As necessary, to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize unauthorized, illegal, unsafe, or otherwise prohibited items.

School officials may conduct a search when there is a reasonable suspicion that the search will uncover evidence that a student is violating the law, Board policy, administrative regulation or other rules of the District or the school. The types of student property that may be searched by school officials include, but are not limited to, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

School lockers, desks, and other storage areas provided for student's use on school premises are school property and remain at all times under the ownership and control of the school. Lockers, desks and storage areas, as well as the contents therein, are subject to inspection at any time, without notice and without cause, at the discretion of the school district.

### CELLULAR PHONES and/or ELECTRONIC DEVICES

We recognize that mobile devices are rapidly becoming integral tools in today's society. We also understand that mobile devices can be used as educational tools and we encourage our teachers to use mobile devices to support instructional goals.

It is also one of our responsibilities to help our students learn proper technology etiquette. Therefore, the following guidelines will be used to govern the use of mobile devices during the school day in an effort to eliminate interference with the learning, safety, and security of other students:

- Students who bring personal mobile devices to school, do so at their own risk. The school is not responsible for loss, theft, or damage to any personal property.
- Students may use their mobile devices in the commons prior to the 7:45 bell and after the 2:55 bell.
- During school hours, students must keep their mobile devices turned off **except when otherwise directed by their instructor**.
- All use of the internet via a mobile device (personal or school property) is governed by the CCSD Acceptable Use Policy.
- Mobile devices must be kept in the student's locker or backpack, or with the classroom teacher during any student assessment.
- Mobile devices may not be used to threaten, embarrass, harass, or intimidate other students, teachers, or other school employees.

Mobile devices are defined as an electronic portable device that has the capability of capturing, creating, storing, or transferring any type of data (text, images, audio, video, etc.). Mobile devices can include, but are not limited to cell phones, iPods, mP3 players, PDAs, gaming devices, or electronic reading devices.

If a student violates any of the mobile device guidelines, the device may be confiscated by school personnel. Staff members may temporarily take the item and return it to the student after visiting with them about the infraction.

If the device is turned into the main office by a staff member, the following procedure will be used.

- The first time a confiscated item is turned into the office, it may be picked up by the student after school.
- The second time a confiscated item is turned into the office, a one-hour administrative detention will be assigned and a parent will have to pick up the item from the main office.
- The third time a confiscated item is turned into the office, three (3) days in ISDP will be assigned and a parent will have to pick up the item from the main office.
- The fourth time a confiscated item is turned into the office, the item will be held until the end of the school year unless a parent agrees to restrict the student from bringing mobile devices to school for the remainder of the year.

### **ELECTRONIC READING DEVICES (I.E. KINDLE)**

For the purpose of this policy, an electronic reader is any device whose primary purpose is for reading. Use of an electronic reader, whether personal property or school property, will be governed by the CCSD Acceptable Use Policy.

Students will be allowed to use electronic readers during school hours for the purpose of sustained silent reading. Any other use, except that which is stated explicitly by a staff member, is prohibited. Misuse of the device could result in confiscation. The same steps for infractions of the Cell Phone/Electronic Device policy will be used for confiscated Electronic Reading Devices.

The school will not be responsible for lost, stolen, or broken personal readers. Unauthorized transactions on another student's or school reader will be considered theft and will be handled according to school policy.

### **TRANSITIONAL PROGRAM**

Sage Valley has a program for 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students, designed for a small segment of our school population, who have had continued lack of success in the regular school program. This program is called the Junior High Transitional Program. The mission is to strengthen junior high students through positive interactions in a supportive environment. The Building Intervention Team will recommend placement of students in this program. Parents, teachers, guidance counselors, and the student's input will be considered in this decision.

### **HONOR ROLL**

Students who have a 3.25-3.74 grade point average will be named to the Honor Roll. Those students who have a 3.75 or higher grade point average will be named to the Principal's Honor Roll. Honor rolls will be determined at the end of each grading period. They will be posted in the commons of the school. Honor Rolls will be released to the public news media through the school district public information office at the end of each semester.

### **POWER SCHOOL**

Sage Valley Junior High School utilizes Power School for communicating the daily bulletin. We encourage parents to access Power School regularly at <http://records.ccsd.k12.wy.us/public> to stay up to date. We will mail your log on information or you can contact the guidance office for that information.

## **HIGH SCHOOL GRADUATION REQUIREMENTS 9-12**

All Wyoming high school graduates must demonstrate proficiency on the Wyoming Content and Performance Standards for Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, 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 that lists the courses they plan to complete during their high school career. Campbell County School District Policy 5158-R lists the following as the course requirements for graduation:

- English – 4 credits (1 each in 9<sup>th</sup>-12<sup>th</sup> grade)
- Mathematics – 3 credits (includes Algebra I)
- Science – 3 credits
- Social Studies – 3 credits (includes 1 American History, 1 U.S. History, .5 U.S. Government and .5 Economics)
- Physical Education – 1.5 credits
- Health – .5 credits
- Electives – 13 credits

College bound students will be encouraged to enroll in additional years of mathematics, science and foreign language.

### **PARENT/TEACHER CONFERENCES**

Parent teacher conferences are scheduled for November 9 and 10. Parents will be notified of times for conferences at a later date. Individual conferences may be arranged with teachers any time of the year by calling or e-mailing the teacher. Teacher preparation periods are listed in the personnel section on pages 63-65 of this handbook to assist in planning of conferences.

### **PARENT COUNCIL**

The Sage Valley Parent Council will be continued for the 2011-2012 term. The meetings will be held on the 3<sup>rd</sup> Tuesday of the month at 12:00 p.m. in Mr. Quinn's office. All parents are welcome to attend any or all meetings throughout the year.

### **STUDENT COUNCIL**

The students at Sage Valley have a student council that is affiliated with the Division of Student Activities of the National Association of Secondary School Principals. They meet periodically to plan projects for the students of the school. They sponsor school dances as one of their activities.

## SCHOOL DANCES

The Sage Valley Student Council and other various groups and clubs sponsor dances and socials throughout the year. Most dances are two-hour sock hops from 7:00 to 9:00 p.m.

Dances are supervised by a minimum of six teachers and sometimes parents. Parents, who are interested in becoming a chaperone, may contact the student council advisor to have their name added to a list of potential chaperones. *A dance could be canceled if there is an insufficient number of parent chaperones.*

### Dance Rules

1. Dances will begin at 7:00 p.m. and end at 9:00 p.m. unless otherwise announced.
2. Students must follow the school dress code policy and **must wear socks** or they may be asked to leave.
3. Once students are in the building for a dance, they will not be permitted to leave early unless a parent comes and asks a chaperone to release them. The doors will be closed thirty minutes after starting time and no students will be admitted after the first thirty minutes.
4. School dances are not held so large groups of students can congregate outside the building. Should this happen during any dance, we will cancel future dances for an indefinite period of time.
5. School rules are to be followed during dances. If variations are allowed, they will be announced.
6. Attendance will be limited to students in grades seven, eight and nine who are enrolled in Sage Valley Junior High School. GUESTS ARE NOT PERMITTED. Students on activity suspension will not be admitted. Students absent from school the day of the dance will not be admitted.
7. A student council advisor and an administrator will be in charge of each dance. Rules and duties will be provided to the chaperones.

## SCHOOL ACTIVITIES

Sage Valley Junior High offers an excellent variety of academic clubs, interscholastic and intramural activities for the students. All activities are supervised by qualified personnel.

### Academic Competitions and School Clubs

Sage Valley offers a variety of clubs and academic competitions, such as: Art Club, Book Club, National Junior Honor Society, Family, Career and Community Leaders of America, Science Club, Lego Robotics League, Sewing & Crafting Club, Woodworking Club, Math Counts and others. Clubs and competitions are offered depending on students and sponsor interest.

### Interscholastic Activities

Interscholastic activities provide competition with other schools. These activities include girls volleyball, football, cross country, golf, boys basketball, girls basketball, wrestling, girls and boys track and field, girls swimming, boys swimming, tennis, soccer, cheerleading, and speech and debate.

Any junior high or high school student who engages in interscholastic activities must be given a physical examination by a medical doctor, physician's assistant or doctor of osteopathy after June 1 of the current school year and prior to the beginning of the activity season. A copy of the physical and proof of insurance are required before the first practice.

### **Intramural Activities**

In 7<sup>th</sup> and 8<sup>th</sup> grade, Recreation Center teams will be offered for sports that select a limited number for A & B teams, i.e. girl's volleyball, girl's basketball and boy's basketball. Proof of a physical and health insurance is not required for the Recreation Center Programs, but a liability waiver must be signed by players and parents before participation.

**WYOMING**  
**Has Safe Schools**  
**Let's keep it that way!**

**Your school and community urge that if you have information about:**

Vandalism Threats Theft  
Weapons Drugs Illegal Activity

Call this number: **1-800-78-CRIME**  
(1-800-782-7463)

**It is available 24 hours a day to report your concerns. No one will ask your name. You will remain anonymous.**

For more information, contact Bruce Hayes at the Wyoming Department of Education  
(bhayes1@educ.state.wy.us or 307-777-6198)

[\*\*www.wetip.com\*\*](http://www.wetip.com)

## **SUICIDE PREVENTION & DEPRESSION AWARENESS**

### **Are you or is someone you know:**

- Talking about or preoccupied with death and dying?
- Giving away favorite possessions?
- Taking unnecessary risks?
- Experiencing significant loss or rejection?
- Abusing drugs or alcohol?
- Losing interest in hobbies, work or school, personal appearance or social life?
- Having trouble eating or sleeping?
- Experiencing drastic changes in behavior?
- Had previous suicide attempts or lost someone close to them to suicide?

### **CONCERNED?**

Call 24 hour hotline: 1-800-784-2433 (SUICIDE) OR 1-888-784-2433 (SUICIDE)

### **LOCAL 911**

- Police – 682-5155
- Sheriff – 682-7271

## **CAMPBELL COUNTY RESOURCES**

(For additional resources check the Yellow Pages or one of these agencies)

\*Available 24 hours a day

**Council of Community Services - 686-2730**

**CCMH Mental Health Services**

**Inpatient – 688-5000**

**Outpatient – 688-5000**

**Ask - A - Nurse – 688-1111**

**1-888-381-3856\***

**Cancer Information Center – 688-1900**

**CC Public Health Department - 682-7275**

**Consumer Credit Counseling - 687-7747**

**Gillette Abuse Refuge Foundation (GARF) - 686-8071**

**GARF 24 Hour Crisis Line - 686-8070\***

**Northeast Wyoming Hospice - 682-6570**

**Parents Information Center - 1-800-660-9742**

**Salvation Army - 682-6982**

**AA/ALA-ANON/ALA-TEEN - 682-6107\***

**Narcotics Anonymous - 682-0088**

**Personal Frontiers, Inc. - 686-1189**

**Transitions - 682-8617**

**Matteson, Preuit & Daigle Counseling - 682-8899**

**Yes House Crisis Shelter - 686-7539**

**WBI - Wyoming Behavior Institute - 682-0442\***

**CASA - 687-9440**

## Pastoral Counseling - Contact Pastor or Church of your choice or your Employment Assistance Program

Please visit [campbellcountyschools.net](http://campbellcountyschools.net) to view these other student policies and regulations:

HOME SCHOOL .....	5020 & 5020-R
ACCEPTANCE OF NON-RESIDENT STUDENTS .....	5025
HOMELESS CHILDREN .....	5027 & 5027-R
PLACEMENT OF K-12 STUDENTS FROM NON-ACCREDITED OR OUT-OF-STATE SCHOOLS .....	5030 & 5030-R
ATTENDANCE AREAS, OPEN ENROLLMENT AND STUDENT TRANSFERS.....	5035 & 5035-R
PUBLIC SCHOOL CHOICE – NO CHILD LEFT BEHIND (NCLB).....	5036
LATE ENROLLMENT .....	5045 & 5045-R
ADVANCED PLACEMENT .....	5050 & 5050-R
SPECIAL PROGRAMS – BUILDING INTERVENTION TEAM .....	5070 & 5070-R
SPECIAL PROGRAMS – CONFIDENTIALITY REQUIREMENTS.....	5072 & 5072-R
SPECIAL PROGRAMS – EVALUATION AND ELIGIBILITY .....	5073-R
AT-RISK STUDENTS .....	5105 & 5105-R
SPECIAL EDUCATION – PARENT REIMBURSEMENT FOR OUT-OF-DISTRICT TRAVEL EXPENSES .....	5109
SPECIAL EDUCATION – SURROGATE PARENTS .....	5110 & 5110-R
SPECIAL EDUCATION – CHILD IDENTIFICATION PROGRAM .....	5112 & 5112-R
STUDENT RELEASE TIME – GRADES 10, 11 AND 12 .....	5115 & 5115-R
IN-SCHOOL DISCIPLINE AND SUSPENSION PROGRAM (IDSP) JUNIOR & SENIOR HIGH SCHOOL.....	5123.4
FUND RAISING AND SOLICITATION .....	5129 & 5129-R
ACTIVITIES PARTICIPANT DRUG TESTING.....	5130 & 5130-R
RULES AND REGULATIONS FOR STUDENTS TRANSPORTED IN SCHOOL BUSES .....	5131.3 & 5131.3-R
PARKING LOTS.....	5133
VANDALISM AND THEFT.....	5134
SKIP DAY & STUDENT ASSEMBLY .....	5137
MARRIED OR PREGNANT STUDENTS.....	5138
LAW ENFORCEMENT OFFICERS IN THE SCHOOL .....	5145 & 5145-R
STUDENT CUMULATIVE RECORDS.....	5147 & 5147-R
INDIVIDUAL RELIGIOUS BELIEFS .....	5148 & 5148-R
CUSTODIAL AND NON-CUSTODIAL PARENTS – RIGHTS AND RESPONSIBILITIES.....	5152 & 5152-R
CAMPBELL COUNTY SCHOOL DISTRICT GRADUATION REQUIREMENTS.....	5158 & 5158-R
GRADUATION .....	5165 & 5165-R
STATE OF WYOMING HIGH SCHOOL HONOR SCHOLARSHIPS.....	5170
STUDENTS WITH LIFE-THREATENING ALLERGIES OR OTHER SPECIAL HEALTH CARE NEEDS.....	5201 & 5201-R
WELLNESS.....	5205 & 5205-R
PHYSICAL EXAMINATIONS – ELEMENTARY AND SECONDARY .....	5215 & 5215-R
SEARCH.....	5241
SUBSTANCE ABUSE – STUDENT ASSISTANCE PROGRAM.....	5250
ACTIVITIES PARTICIPATION .....	5300 & 5300-R
STUDENT INSURANCE REQUIREMENT .....	5310
STUDENT EXPRESSION THROUGH PRODUCTION OR DISTRIBUTION OF PRINTED MATERIAL .....	5325