

Hall Pass

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Dr. Randal M. Wendling, Principal
Mr. Darrin Peppard, Associate Principal
Mr. Matt Mikkelsen, Associate Principal
Mr. Mike Maloney, Associate Principal/Activities Director

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 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

Sweetwater County School District Number One hereby notifies all of its employees, students and potential employees that it complies with the laws enforced by the Office of Civil Rights including:

Title II of the Americans with Disabilities Act of 1990 which prohibits discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment;

Title VI of the Civil Rights Act of 1964 which protects people from discrimination on the basis of race, color, or national origin;

Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap (disability); and the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.

All employees, students, and potential employees have the right to equal admission, access, treatment of employment in its educational programs and activities.

Inquiries concerning Title II, Title VI, Title IX, Section 504, and the Age Discrimination Act may be referred to this district's Superintendent of Schools or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wy 82002-9950 or phone (307) 777-6218.

Child Identification and Special Education Programs

If you are a student with a disability or suspect you have a disability that negatively impacts your progress in school, programs and services may be available to assist you. If you are a parent of a student with a disability or suspect that your student may have a disability that negatively impacts progress in school, programs and services may be available to assist the student. Sweetwater County School District Number One, State of Wyoming has a variety of Special Education programs and services to assist students up to age twenty-one at no cost to you or your parents. To access these programs and services, students must first meet state and federal guidelines for eligibility as outlined in the Individuals With Disabilities Education Act, Amended July 4, 1997. Students that are identified as a student with a disability are entitled to a free, appropriate public education which includes special education and related services. For more information on how to access these programs and services contact the building administrator, school counselor or the Director of Special Services for Sweetwater County School District Number One at (307) 352-3400.

Section 504 Informational Notice

Section 504 is an Act which prohibits discrimination against persons with a disability or impairment in any program receiving federal financial assistance. The Act defines an individual with a disability or impairment as anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment;
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, Sweetwater County School District Number One recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability or impairment will knowingly be permitted in any of the programs and practices in the school district.

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The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and provide a free, appropriate education to all students who are individuals with disabilities or impairments as defined by eligibility under Section 504. The parents of these students are entitled to procedural safeguards, including individual notice of eligibility, notice of development of a plan, and notice of a significant change in a plan. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Education Rights and Privacy Act (FERPA) specifies rights related to educational records.

If there are questions, please contact the 504 Coordinator at the Office of Human Resources, 3500 Foothill Boulevard, Rock Springs, Wyoming 82902.

General Education Provisions Act

Section 427 of the General Education Provisions Act (GEPA) requires each district reaffirm its commitment to nondiscrimination and equal educational and employment opportunities in all of its decisions, programs, and activities to ensure the following:

All residents of legal school age will have equal access to the educational programs, classes, extra-curricular activities and services. Factors such as race, color, gender, national origin, age, and disability will not be used as reasons for denying these programs and benefits to any student. Comparable, accessible and usable facilities shall be provided for all students insofar as possible.

Equal employment opportunities will be extended to all persons without regard to gender, color, race, national origin, age, or disabling conditions unrelated to performing tasks of the position, national origin, or religious or political affiliation or beliefs.

Family Educational Rights and Privacy Act of 1974

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. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents of 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 principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

- parent or eligible student believes are inaccurate or misleading.

Number One to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the records they want changed, and specify why it is inaccurate or misleading.

eligible students, the District will notify the parent or eligible students of the decision and advise them of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible students when notified of the right to a hearing.

- contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

school officials with legitimate educational interests. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

review an education record in order to fulfill his or her professional responsibility.

officials of another school district in which a student seeks or intends to enroll.

- concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

pendence Avenue, S.W., Washington, DC 20202-4605

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Multiplication Table

*	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300
21	21	42	63	84	105	126	147	168	189	210	231	252	273	294	315
22	22	44	66	88	110	132	154	176	198	220	242	264	286	308	330
23	23	46	69	92	115	138	161	184	207	230	253	276	299	322	345
24	24	48	72	96	120	144	168	192	216	240	264	288	312	336	360
25	25	50	75	100	125	150	175	200	225	250	275	300	325	350	375
26	26	52	78	104	130	156	182	208	234	260	286	312	338	364	390
27	27	54	81	108	135	162	189	216	243	270	297	324	351	378	405
28	28	56	84	112	140	168	196	224	252	280	308	336	364	392	420
29	29	58	87	116	145	174	203	232	261	290	319	348	377	406	435
30	30	60	90	120	150	180	210	240	270	300	330	360	390	420	450

Directory Information

Sweetwater County School District Number One, State of Wyoming, reserves the right to disclose directory information regarding any student enrolled in the District. Directory information is defined as; the student's name, address, telephone listing, date and place of birth, major field of study; participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. 20 U.S.C. § 1232g(a) (5) (A). Furthermore, as required by Federal law, the District will provide, upon request of military recruiters, access to secondary school students' names, addresses, and telephone listings. 20 U.S.C.A. § 7908. Any student of legal age or the parent / legal guardian of a student may request that this information not be released without prior, written consent by providing written notice addressed to: Director of Human Resources, Sweetwater County School District Number One, State of Wyoming, P.O. Box 1089, Rock Springs, Wyoming 82902-1089.

Mandatory Immunizations for Children Attending Schools: Exceptions

- (a) Any person attending, full or part time, any public or private school, kindergarten through twelfth grade, shall within thirty (30) days after the date of school entry provide to the appropriate school official written documentary proof of immunization. For purposes of this section, documentary proof of immunization is written certification by a private, licensed physician or his representative or by any public health authority that the person is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine preventable disease as designated by the state health authority. No school administrator shall permit a student to attend school for more than thirty (30) calendar days. The child shall be permitted to attend school while receiving continuing immunization if the school administrator receives written notification by a private, licensed physician or his representative or by a public health official specifying a written schedule for necessary immunization completion within the medically accepted time period. Waivers shall be authorized by the state or county health officer upon submission of written evidence of religious objection or medical contradiction to the administration of any vaccine preventable disease, as determined by the state or county health authority. School children for whom a waiver has

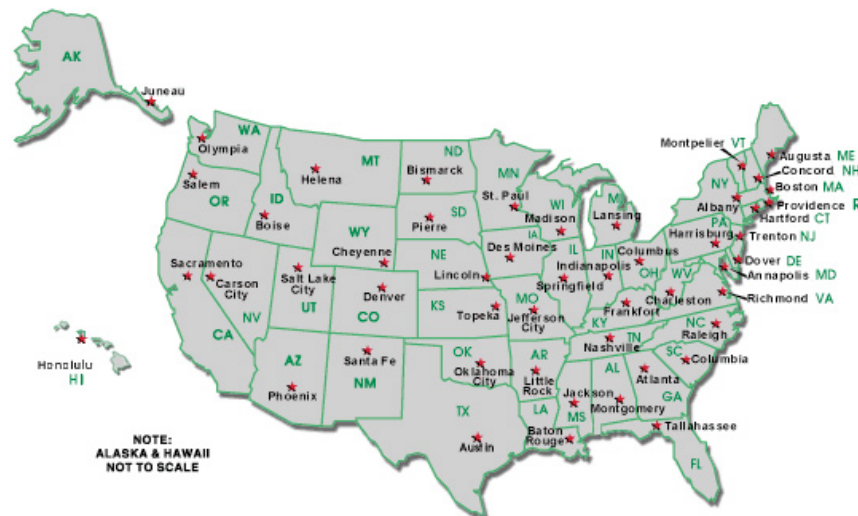
been issued and who are not immunized against the occurring vaccine preventable disease shall be excluded from school

attendance for a period of time determined by the state or county health authority, but not suspended from school as provided in W.S. 21-4-305. Children excluded from school attendance under this section shall not be counted in the aggregate number of pupils absent as defined in W.S. 21-12-101 (a) (i).

- (b) The school administrator shall be responsible for an audit of the immunization status of any child enrolled in the school in accordance with rules and regulations prescribed by the Department of Health.
- (c) The written, documented proof of immunization on a form provided by the state health officer shall be an integral part of the child's school record.
- (d) For purpose of this section:
 - (i) "State health officer" means the person appointed by the director of the Department of Health pursuant W.S. 9-2-10 (f) 9-2-103;
 - (ii) "County health officer" means the licensed, medical officer designated by the county commissioners to serve as health officer for this county;
 - (iii) "Immunized" or "immunization" means initial immunization and any boosters or reimmunizations required to maintain immunization standards and recommendations issued by the state health officer.

PUBLIC AND PRIVATE SCHOOL IMMUNIZATION REQUIREMENT

According to Wyoming State Law (W.S.21-4-309). Students are required to be properly immunized against vaccine preventable diseases as designated by State Health Officer. Students may be conditionally enrolled for thirty (30) calendar days. (Exemption may be obtained only from the State or County Health Officer upon submission of a religious or medical exemption form signed by the parents and notarized.)



States and Capitals

Alabama	Montgomery	Montana	Helena
Alaska	Juneau	Nebraska	Lincoln
Arizona	Phoenix	Nevada	Carson City
Arkansas	Little Rock	New Hampshire	Concord
California	Sacramento	New Jersey	Trenton
Colorado	Denver	New Mexico	Santa Fe
Connecticut	Hartford	New York	Albany
Delaware	Dover	North Carolina	Raleigh
Florida	Tallahassee	North Dakota	Bismarck
Georgia	Atlanta	Ohio	Columbus
Hawaii	Honolulu	Oklahoma	Oklahoma City
Idaho	Boise	Oregon	Salem
Illinois	Springfield	Pennsylvania	Harrisburg
Indiana	Indianapolis	Rhode Island	Providence
Iowa	Des Moines	South Carolina	Columbia
Kansas	Topeka	South Dakota	Pierre
Kentucky	Frankfort	Tennessee	Nashville
Louisiana	Baton Rouge	Texas	Austin
Maine	Augusta	Utah	Salt Lake City
Maryland	Annapolis	Vermont	Montpelier
Massachusetts	Boston	Virginia	Richmond
Michigan	Lansing	Washington	Olympia
Minnesota	St. Paul	West Virginia	Charleston
Mississippi	Jackson	Wisconsin	Madison
Missouri	Jefferson City	Wyoming	Cheyenne

Conversions

Length

From:	To:	Multiply By:
Mile	Kilometer (km)	1.609347
Inch (in)	Centimeter (cm)	2.54
Foot (ft)	Meter (m)	0.3048
Foot (ft)	Inch (in)	12
Yard	Foot (ft)	3
Mile	Yard (yd)	1760
Yard (yd)	Meter (m)	0.9144

Temperature

$^{\circ}\text{C} = (\text{F}-32)/5/9$
$^{\circ}\text{F} = (\text{C}\cdot 9/5+32)$
$^{\circ}\text{K} = \text{C}+273.15$
Water boils: 212°F 100°C
Body temp: 98.6°F 37°C
Room temp: 72°F 22°C
Water freezes: 32°F 0°C

Volume

From:	To:	Multiply By:
Cubic inch (cu.in)	Cubic meter (cu.m)	0.00001639
Cubic inch (cu.in)	Cubic centimeter (cu.cm)	16.3871
Cubic foot (cu.ft)	Cubic meter (cu.m)	0.02831685
Cubic yard (cu.yd)	Cubic meter (cu.m)	0.7645549
US gallon (gal)	Liter (l)	3.7854118
US fluid ounce (fl.oz)	Liter (l)	0.0296
US fluid ounce (fl.oz)	Cubic meter (cu.m)	0.00002957
US pints	Liter (l)	0.4732
Cubic foot (cu.ft)	Liter (l)	28.32

Metric Measurement

Area

From:	To:	Multiply By:
Square foot (sq.ft)	Square meter (sq.m)	0.09290304
Square inch (sq.in)	Square meter (sq.m)	0.00064516
Square yard (sq.yd)	Square meter (sq.m)	0.83612736
Square yard (sq.yd)	Square foot (sq.ft)	9
Acre (ac)	Square yard (sq.yd)	4840
Square mile	Square kilometer (sq.km)	2.59
Square mile	Acre (ac)	640
Square cm (sq.cm)	Square inches (sq.in)	0.155

Mass

From:	To:	Multiply By:
Pounds (lb)	Kilograms (kg)	0.4536
Ounces (oz)	Grams (g)	28.3495
Ounces (oz)	Pounds (lb)	0.0625

K – 6

5 ¹	DTaP/DTP/TD	(at least one dose must be administered on or after the 4 th birthday)
4 ²	Polio	(at least one dose must be administered on or after the 4 th birthday)
2 ³	MMR	
3	Hepatitis B	all students entering kindergarten beginning in the fall of 1999

7 – 12th Grade Students

	DTaP/DTP/DT/Td ⁴	Age-appropriate, series complete+one additional Td ⁴
	Polio	Age-appropriate, series complete
2 ³	MMR	
3	Hepatitis B ⁶	for all students entering the 7th grade beginning in the Fall of 1998

Other Students⁵ (e.g. Transfer Students)

	DTaP/DTP/DT/Td ⁴	Age-appropriate, series complete
	Polio	Age-appropriate, series complete
2 ³	MMR	
3	Hepatitis B ⁶	as required for other students in grade of entry

FOOTNOTES:

- 1 If a 4th DTP dose was administered on or after the 4th birthday, a 5th is not required.
- 2 Administration of 4 doses is considered optimal. Sequential, IVP or OPV may be used, but the final dose MUST BE GIVEN ON OR AFTER THE AGE OF 4; even if this means a 5th dose. If a 3rd dose is received on or after age 4, no additional doses are required.
- 3 The 1st dose on or after the 1st birthday. The 2nd dose should be given at 4-6 years of age, prior to entry into kindergarten, but may be given as early as 1 month after the 1st dose
- 4 An adolescent tetanus diphtheria booster is required for all 7th grade students who have not received a tetanus or diphtheria vaccination during the previous 5 years. Subsequently, Td boosters are recommended every 10 years
- 5 For students 7 years of age and older who were not immunized prior to the 7th birthday, a total of 3 doses of Td vaccine, 3 doses of polio vaccine, 2 doses of MMR and 3 doses of Hepatitis B vaccine (if required for other students in grade of entry) are required.

Wyoming law requires any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected to report the suspected abuse or neglect immediately to the child protective agency or local law enforcement agency or cause a report to be made. Furthermore, any person who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made. Wyo. Stat. 14-3-205 (a).

Unless otherwise ordered by a court, a non-custodial parent under Wyoming law has the same right of access as the parent awarded custody to any records relating to the student, including school records, activities, teachers and teachers' conferences. (Wyo. Statute 20-2-201(e). If a student is the subject of an Order issued by a court of competent jurisdiction which limited the rights of the non-custodial parent, the custodial parent is asked to provide the school with a signed Visitation and Release Request form stating the limitations imposed under the court's order. Certified copies of court orders relevant to such limitations should also be provided to the school. These forms may be obtained in the main office.

As a parent or legal guardian of a student attending Sweetwater County School District Number One, State of Wyoming, you have the right to know the professional qualifications of the certified staff who instruct your student. Federal law authorizes parents or legal guardians to obtain certain information about certified staff and requires the District to provide the information in a timely manner, if you make a specific request. The District will provide the following information about each certified staff of your student:

MLA English

How to Cite Sources

If you are using someone else's work or quoting someone in your papers, you must give credit where credit is due. You may be accused of a serious offence called plagiarism if you don't. The Modern Language Association has come up with one such method to avoid just that. When you are using the MLA style, you briefly credit your sources in the text and then you give a complete description of the source in the Works Cited page.

Quotation in text

You must give the name of the author and the page number where you found the material quoted in the text: Jones stated the lack of sleep is a major hindrance for teenagers' ability to learn(15). OR Lack of sleep is a major hindrance for teenagers' ability to learn (Jones 15).

For all non-print sources (film, interviews, web listings, etc.) use the last name that identifies the source in the Works Cited page.

Works Cited Page

Set the left and right margins to 1 inch and the top and bottom to 2 inches. Type the title: Works Cited in the upper center of the page. Alphabetize the source by the first letter of each entry (last name or title). If the entry takes up more than one line, indent the subsequent lines with 5 spaces.

Examples:

Book: Doe, John U. American Presidents.
New York: MacMillan, 2001

Periodical: Doe, Jane S. "A Great Country to Live In."
Time Magazine 12 Dec. 2000: 20-21.

Scholarly Journal: Doe, Jim A. "The Constitution."
American Law 3 (1998): 30-45.

Personal Interview: Smith, John: President ASA
Personal Interview. 25 June 2002.

Internet / Web Sources: Jones, John B. Undergraduate English Resources.
20 Nov. 1999. Johnstown University.
5 Oct. 2001 www.johnstown.edu/english/overview.html

1. Whether the Wyoming Professional Teaching Standards Board has certified or licensed the teacher for the grade and subject being taught.
2. Whether the Wyoming Professional Teaching Standards Board has authorized the teacher to teach a grade or subject without being certified or licensed under state law or regulations based upon special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject(s) of the degrees.

Upon request the District will provide information regarding the qualifications of paraprofessionals if they are required to be highly qualified.

If you are requesting any of this information, please contact: Director of Human Resources, Sweetwater County School District Number One, State of Wyoming, P.O. Box 1089, Rock Springs, Wyoming 82902-1089.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Sweetwater County School District Number One to notify parents and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Sweetwater County School District Number One will provide parents, within a reasonable period of time prior to the administration of the surveys and

activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

June, 2010

[illegible]

[illegible]

AFFIDAVIT REGARDING EDUCATIONAL RECORDS

Notary Public

May, 2010

[illegible]

May, 2010

Rock Springs High School Bell Schedule

2009 - 2010

[illegible]

7:40	WARNING BELL		
7:45 - 8:37	FIRST PERIOD *		
8:42 - 9:36	SECOND PERIOD *		
9:41 - 10:33	THIRD PERIOD *		
10:38 - 11:30	FOURTH PERIOD *		
FIFTH PERIOD ** 1	ST <u>LUNCH</u>	ND <u>2 LUNCH</u>	RD <u>3 LUNCH</u>
CLASS	---	11:35 - 12:00	11:35 - 12:30
LUNCH	11:35 - 11:55	12:05 - 12:25	12:35 - 12:55
CLASS	12:00 - 12:55	12:30 - 12:55	---
1:00 - 1:52	SIXTH PERIOD *		
1:57 - 2:49	SEVENTH PERIOD *		

- * **Cleanup bells will ring ten minutes prior to the end of class.**
- ** **No Cleanup bells will ring fifth period.**

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VISITORS INFORMATION

Visitors

Parents are encouraged to visit the schools. The Board requests that the classroom teacher be informed as to the day and time of visits so as to avoid any conflicts with the school schedule.

In visiting classrooms parents must realize that the teacher's first responsibility is to the children and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

Except for planned special events, all visitors to schools must report to the school's office upon arrival where they will be issued a visitor's badge.

Any unauthorized person on school property will be reported to the principal. The person will be asked to leave. If the person refuses, the police may be called.

Sweetwater County School District Number One:
State of Wyoming
Board Policy KK

School Hours

Rock Springs High School Office Hours are from 7:30 a.m. to 4:00 p.m., Monday thru Friday. Rock Springs High School offices will be closed weekends and designated holidays.

Change of Address/Telephone Numbers

Students are to report any change of address and/or telephone numbers to the office. Accurate and current records must be available in the office in case it is necessary to locate your legal parents or guardians in an emergency.

SCHOOL ADMISSIONS

Except as otherwise provided by law, the public schools of each school district in the state shall at all times be equally free and accessible to all children resident therein of five (5) years of age as of September 15 of the applicable school year and under the age of twenty-one (21), subject to regulations of the board of trustees.

Therefore, all children who are of school age and who live in School District Number One with their parent, guardian or other person having control or charge shall be admitted to the public schools without payment of tuition.

Birth certificates and proof of required immunization shall be presented by all pupils entering the district schools for the first time.

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II. EXCUSED ABSENCES

Absences from class shall be excused only for necessary and important reasons at the discretion of the District attendance officers. Excused absences may result from one of two sets of circumstances, absences with prior notice or absences without prior notice.

For absences that occur with prior notice, such as family activities or vacations, professional appointments which cannot be scheduled after school hours, or other reasons prearranged by the parent or legal guardian and approved by the attendance officer, parents or legal guardians are requested to provide written notice to the school within a reasonable amount of time prior to the absence (a minimum of forty-eight (48) hours prior notice is recommended so teachers and students can prepare for the absence with work assignments).

For absences that occur without prior notice, such as personal illness, hospital or emergency-room treatment, accident, serious personal or family problems, or other emergency situations that require that the student be absent, parents or legal guardians are requested to provide notice to the school each day the student is absent. Upon the student's return to school from an absence that occurs without prior notice, parents or legal guardians are required to provide notice and reason for the absence within forty-eight (48) hours of the student's return to school. Notice may be provided in writing, signed by the parent or legal guardian. Notice may also be provided by telephone, to the attendance officer or designee, by the parent or legal guardian.

In all situations, the parent or legal guardian shall explain the reason for the absence to request that the absence be excused by the attendance officer. Attendance officers have discretion to request further information from parents or legal guardians to verify requests for absences to be excused. The administrative determination of whether or not an absence shall be excused shall be at the discretion of the District attendance officers. The attendance officer shall not count students as absent for prearranged absences due to school activities held during the school day or prearranged conferences with professional school staff held during the school day.

A student whose absence is excused is permitted to perform make-up work or testing, without penalty, provided that the make-up work or testing is performed in the time and manner provided in each school's Student/Parent Handbook.

An absence which is not approved by parents or legal guardians or not excused by the attendance officer shall be considered an unexcused absence. Unexcused absences are also deemed as trancies which is defined as the willful and unjustified failure to attend school by one who is required to attend.

The student must follow the specific time line of makeup work as defined by each school's Student/Parent Handbook so that the student may remain prepared to master the curriculum. Except as specifically required by this Policy, parents or legal guardians will be notified, at the telephone numbers or addresses reported at the time of enrollment, of unexcused absences or trancies as provided in each school's Student/Parent Handbook. In addition, students with unexcused absences will be subject to disciplinary action as provided in each school's Student/Parent Handbook. A student with a total of four, unexcused absences will be deemed to have demonstrated continued willful disobedience or open defiance of the authority of school personnel and be subject to discipline.

The attendance officer shall provide a written notice to the parent or legal guardian of a student who has not yet attained his or her sixteenth birthday or completed the tenth grade upon the first occurrence of an unexcused absence or truancy. The notice shall

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notify the parent that the attendance of the student is required by law. Wyo. Stat. § 21-4-104(a)(ii).

if, after the first notice of unexcused absence is sent, the student has a second unexcused absence, which the attendance officer reasonably believes was due to the willful neglect or failure of the parent, legal guardian, or person having custody of the student, then the attendance officer shall make and file a complaint against the parent, legal guardian, or person having custody of the student with the Sweetwater County Prosecuting Attorney. Wyo. Stat. § 21-4-104(a)(ii). A parent, legal guardian, or person having custody of a student who willfully fails, neglects or refuses to comply with provisions of Wyoming's Compulsory Attendance Act may be found guilty of a misdemeanor and be subject to a fine or imprisonment in the county jail or both. Wyo. Stat. § 21-4-105. A student who accumulates five or more unexcused days of absences in any one school year shall be considered to be an habitual truant. For purposes of this provision, unexcused absences from individual classroom periods in secondary schools or partial days of unexcused absences in elementary schools equal to five times the number of periods or partial days in the student's daily schedule (excluding seminary or work/study) shall equal five, unexcused days of absences.

B. Non-Compulsory Attendance-Age Students

Those students who are sixteen years of age or older or who have completed the tenth grade are considered non-compulsory attendance-age students. Upon the third unexcused absence, the building principal or designee will schedule a conference with the student, the student's parents or legal guardians, and appropriate professional staff.

Potential consequences of failure to attend school will be addressed, including potential disciplinary or legal proceedings. Information will be sought from the student and from the parents or legal guardians regarding intervention strategies, including performance contracts, to improve school attendance. Further unexcused absences shall result in such action as may be deemed by the building principal to be in the best interests of improving the student's attendance.

Adopted: 1977

Revised: 01/08/97; 06/23/03; 09/12/07; 12/10/07

Legal Refs: Wyo. Stat. § 21-4-102(a) and Wyo. Stat. § 21-4-301

Wyo. Stat. § 21-4-104(a)(ii).

Sweetwater County School District Number One
State of Wyoming
Board Policy JED

STUDENT ATTENDANCE AND ABSENCES

ADMINISTRATIVE NOTICE AND CONFERENCE PROCEDURES

In all instances of absence from school, either for excused absences or unexcused absences, excessive numbers of absences result in specific consequences which may adversely impact a student's education. As a result, each building principal shall designate the school secretary or attendance clerk to monitor all student absences, excused or unexcused, and tardiness on a weekly basis. In monitoring student absences, the attendance officer and other school personnel will review various factors to determine if a student's education is being adversely impacted. Such factors include, but are not limited to: reasons given for excused absences, frequency of excused absences, academic performance or changes in academic performance, and the rate of accumulated absences compared to the number of classroom days remaining in the school year. Documentation regarding the student's performance and absences may be reviewed and discussed with the attendance officer, the school counselor and / or classroom teachers as necessary to determine potential intervention measures to prevent further absences. When cumulative absences exceed certain numbers of days of school, notices to the parent or legal guardian or conferences with the parent or legal guardian may be requested or required as necessary, as identified below.

A. Elementary School Student

When an elementary school student has acquired during any semester:

5 absences: A letter may be sent to the parent or legal guardian identifying the student's absences as potentially excessive, and a referral may be made to the Achievement Monitoring Process (AMP) Team.

The school may request that the school counselor and/or school resource officer conduct a home visit with the parent or legal guardian and student to discuss improving attendance.

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10 absences: A letter may be sent to the parent/guardian to provide notice of the number of absences. This letter (along with an accompanying telephone call, if possible) may request that the parent or legal guardian attend a conference at the school with the student, building principal, school counselor, and teacher(s) to discuss the importance of regular school attendance and intervention measures.

Depending upon the circumstances, there may be a referral to the County Attorney-Truancy Program and a recommendation for consideration to retain the student in his or her current grade.

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

B. Secondary School Student

When a secondary school student has acquired during any semester:

5 absences*: A letter may be sent to the parent or legal guardian identifying the student's absences as excessive, and a referral may be made to the Achievement Monitoring Process (AMP) Team program.

10 absences*: A letter may be sent to the parent or legal guardian indicating the student's absences have continued. This letter (along with an accompanying telephone call, if possible) may request the parent or legal guardian attend a conference at the school with the student, administrator, counselor, and teacher(s).

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We want our youth to be successful, as well as develop sound work habits. Prompt, regular school attendance is a required work habit at Rock Springs High School. The leading causes for young adults losing jobs are that they do not show up for work or are not on time. For the full-time student, school is a job.

Attendance Codes in PowerSchool

- . Present**
- A Absent**
- E Verified Absence**
- T Tardy**
- K Verified Tardy**
- I In-School Suspension and / or
Independent Learning Center**
- S Out-of-School Suspension**
- F Faculty Absence**
- B Homebound**
- J Confirmed Truancy**
- O Family emergency**
- L Late more than five (5) minutes, but present**
- M Medical excused absence**
- C College visitation**
- U Unexcused absence**

Faculty excused absence

A student may be 'faculty excused' if any of the following apply:

1. Student is absent due to any school sponsored activity with a school chaperone (sports, clubs, activities)
2. Student is absent due to any school sponsored travel (must be accompanied by a district approved chaperone)
3. Student is absent due to meeting with a counselor, administrator, probation agent, or any other approved individual (administrative approval required)

College visitation (C)

Students may be excused for college visitations. This must be approved by the counselor prior to the visit and the appropriate paperwork must be completed for the student to receive the college visit absence. The counselor will determine the appropriate length of time for each visit for the excused absence. The absence must be excused by the parent prior to the student departing for the visit. The absence will be changed upon the student's return and completion of

the appropriate paperwork. (These absences, once changed to college visit, will not count against the ten (10) excused absences in JED. it will be treated in the same manner as a faculty excused absence)

Reporting Absences and Tardies

Responsibilities of:

Legal Parent or Guardian

When a student is absent from school or tardy arriving to school, the legal parent or guardian is to report the absence or tardy in **one** of the following ways:

1. **Telephone - 352-3440** Ask for the attendance secretary within forty-eight (48) hours of the student's return to school. Explain the reason for the absence or tardy. The absence or tardy will then be excused IF approved by the school's attendance officer.
2. **Written Note - Within forty-eight (48) hours of the student's return to school**, please provide a written note signed by the legal parent or guardian explaining the reason for the absence or tardy. The absence or tardy will then be excused IF approved by the school's attendance officer.

Reminder: Providing notice by phone call or written note must be done within forty-eight (48) hours of the student's return to school. The absence or tardy will then be excused IF approved by the school's attendance officer.

Student Responsibility

1. If the legal parent or guardian notifies the school regarding a student's absence or tardy by telephone prior to the student returning to school, when the student returns, he or she will

still check in at the office before going to scheduled classes. The absence or tardy will then be excused IF approved by the school's attendance officer.

2. If the legal parent or guardian notifies the school regarding a student's absence or tardy by written note, the student should deliver the note to the Attendance Office upon returning to school and proceed directly to scheduled classes. The absence or tardy will then be excused IF approved by the school's attendance officer.

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3. If the student returns to school without any form of notification of the absence or tardy, he or she will still check in at the office before going to scheduled classes. The **truancy or tardy** may be changed to a verified absence or tardy if, within forty-eight (48) hours of the student's return to school, one of the following steps is taken:
 - a. The legal parent or guardian notifies the school regarding the student's absence or tardy by telephoning the Attendance Office. The absence or tardy will then be excused IF approved by the school's attendance officer.
 - b. The legal parent or guardian notifies the school regarding a student's absence or tardy by written note delivered to the Attendance Office. The absence or tardy will then be excused IF approved by the school's attendance officer.
4. It is the student's responsibility to check accuracy of his/her attendance record.
5. When a student leaves class without the teacher's permission, is given permission but does not return in a timely manner, or does not go where he/she is supposed to, that student may be reported **truant**.
6. Students are responsible to check any "unverified absence or tardy" in the attendance office.

Truancies:

A student who is truant may receive Saturday-school detention, after school detention, out-of-school suspension, or a one (1) day in-school suspension for every fifteen (15) accumulated truantcies at the discretion of the building administrator.

A student who is truant may receive an in-school suspension (ISS), Saturday-school detention, after-school detention, or out - of - school suspension at the discretion of the building administrator. A student who is truant may also receive a no-trespassing citation by law enforcement if the student is on school quarter. property and not in his/her assigned location. A student may also be required to meet with a building administrator, parent or legal guardian, and teachers.

1. The school will provide information to any legal parent or guardian that telephones or inquires about their student's attendance.
2. Each student's attendance record will be sent to the legal parent or guardian on each report card at the end of each quarter.

Tardy students will report directly to their teacher for that period, as tardies will be handled by the classroom teacher. Students will be considered **tardy** if they are not in the classroom by the time the tardy bell rings. A student will be considered **tardy** up to five (5) minutes after the tardy bell rings. **After five (5) minutes, a student will be truant. Students are not granted credit for truancy make-up work.**

Consequences:

Tardies: A student who is tardy may receive consequences for tardies from individual teachers, as stated in the individual teacher's classroom management plan, and approved by Rock Springs High School administration. However, when tardies are deemed excessive, the administration may assign the following consequences:

- 5 tardies per class period– After school detention (office assigned) or similar consequence
- 10 tardies per class period – 1 day ISS or similar consequence
- Each additional 5 tardies – 1 day ISS or similar consequence

1. Students who are present at school for any portion/part of the day, may be expected to turn in any assignments due that same day even in the classes they missed, unless administratively approved otherwise.

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2. A student will be allowed a **minimum of** the number of days missed and one (1) day following a verified absence to make up all assignments. A project or test assigned prior to the student's absence will be due on the first day the student returns to class unless other arrangements have been made with the classroom teacher.
3. Failure on the part of the student to complete the make-up work within the time allotted will result in a grade of zero (0) for the missed assignments, projects, tests or quizzes.
4. Students assigned out-of-school suspension will be expected to turn in all assignments and projects on the first day they return to class. Students will schedule makeup times for missed quizzes and tests with their teachers, within two (2) days of their return to school.
5. Students will be given any work missed due to an unexcused absence; however, no credit will be assigned to this make-up work. This will also hold true of any work due on the day of the unexcused absence.
6. Students who are present at school for any portion/part of the day, may be expected to turn in any assignments due even in the classes they missed, unless administratively approved otherwise.
7. Due to the nature of the assignments, students may not be able to make up certain work while attending in-school suspension (ISS) (i.e. movies, presentations, physical education participation, vocational/lab work, certain computer work, tests or quizzes). Students will schedule make-up for this type of work within two (2) days of their return to classes.

Permission to Leave the Building

A student may leave the building **after** a legal parent or guardian or administrator grants permission to the attendance secretary, and the student signs-out in the Sign-Out Book at the attendance desk **immediately** before leaving the building.

A student should obtain a hall pass to leave class during a scheduled period. The hall pass should be obtained from the student's supervising teacher. Any abuse of a hall pass may result in disciplinary action. Remaining in the building after being signed out may result in a truancy.

Leaving the building without legal parent or guardian, or administrator permission and not being signed out in the attendance office may result in a truancy. A student may not check out and go to another class, computer lab, library or other unauthorized area.

Remaining in the building after being signed out may result in a truancy. Leaving the building without legal parent or guardian, or administrator permission and not being signed out in the attendance office may result in a truancy. A student may not check out and to to another class, computer lab, library or other unauthorized area.

Hallways

Hallway Restrictions

Students who are placed on hallway restriction are not to be released from the classroom during instructional time for any reason unless office personnel escort them to their destination.

Students With a Reduced Classroom Schedule

Those students with a reduced classroom schedule will not be allowed in the hallways during instructional time.

Food and Drink in Hallways

The only food and drink allowed outside of the cafeteria will be water.

Hall Passes

A student should use the Student-Parent handbook and Student Planner as a hall pass when leaving class during instructional time. The classroom teacher prior to releasing the student must complete the hall pass section of the student planner. Any abuse of the hall pass may result in disciplinary action.

BEHAVIOR AND DISCIPLINE

Code of Student Conduct

Expectations

Sweetwater County School District Number One:

1. Acknowledges its obligation to provide every student the opportunity to learn in a setting which supports each student's physical and emotional well-being.
2. Strives to help students acquire the behaviors which are necessary for assuming the roles of responsible citizens, productive workers and conscientious neighbors.

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3. Recognizes that the creation of an atmosphere which models these civic values and the maintenance of such a safe and orderly environment requires preserving time to teach.

To these ends, Sweetwater School District Number One expects every student to:

1. Practice consideration for others
2. Respect the rights of others
3. Respect the property of others
4. Cooperate with authorities in a respectful manner
5. Acknowledge and obey rules and procedures
6. Contribute to a drug free school setting
7. Refrain from participation in any illegal activities outlined in city, state or federal ordinances, statutes or laws
8. Refrain from the use of foul, profane or abusive language
9. Practice conflict resolution skills as an alternative to physical violence or the use of weapons.

Staff /Parent Intervention Plan

Grounds

To establish a safe and orderly school setting which supports teaching and learning, the following behaviors constitute violations of the Code of Student Conduct.

1. Insubordination, including a student's overt refusal to obey the directive of a school authority
2. Disobedience, including the intentional and/or repeated violation of school rules
3. Other misconduct including classroom, school or campus behavior which materially disrupts the classroom or involves substantial disorder or invasion of rights of others

Consequences

1. When a student displays such insubordination, disobedience and/or other misconduct, the teacher, administrator, or other District personnel may apply consequences outlined in an individual classroom discipline plan approved by a building principal or designated disciplinarian and/or shall apply building level consequences subject to the limits of the Student Code of Conduct.

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- (c) knowingly aiding, abetting or assisting another student in concealing the possession, use, manufacturing, or distribution of any tobacco, alcohol, controlled substances, drugs.
- (d) stealing or attempting to steal property.
- (e) cheating, forging, falsifying school documents, and/or plagiarism.
- (f) gambling and/or extortion.
- (g) harassment or violence as defined in Policy JFCL.
- (h) making bomb threats, making terroristic threats or making false fire or other emergency alarms.
- (i) displaying profane or obscene gestures or wearing profane or obscene clothing or apparel.
- (j) using or threatening to use objects intended for other purposes to inflict bodily harm or to intimidate as defined in Policy JFCJ.

4. Torturing, tormenting or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence. Wyo. Stat. §21-4-306.
5. Possession, use, transfer, carrying or selling a deadly weapon as defined under Wyo. Stat. §6-1-104 within any school bus as defined by Wyo. Stat. § 31-7-102(a)(xi) or within the boundaries of real property used by the District primarily for the education of students in grades kindergarten through twelve (12) as defined in Policy JFCJ.

Consequences

1. A principal or designated disciplinarian may suspend a student for up to ten (10) days under the guidelines of due process stated herein.
2. The Board of Trustees may:
 - (a) suspend a student for over ten (10) days but not to exceed one (1) year, under the guidelines of due process stated herein and the Wyoming Administrative Procedure Act. Wyo. Stat. § 21 -4-306
 - (b) expel a student for up to one (1) year under the guidelines of due process stated herein and the Wyoming Administrative Procedure Act. Wyo. Stat. § 21-4-306

3. Suspension from school will include suspension from school-sponsored activities which occur during the time of suspension and may include the suspension of the privilege to participate in school-sponsored activities/athletics according to secondary activities/athletic handbook guidelines or established elementary school guidelines, in accordance with Code of Student Conduct.
4. In addition to school consequences, students may also be subject to consequences of local, state and federal law.
5. Consequences for students receiving services through state or federal programs including IDEA (Individuals with Disabilities Education Act) and Section 504 of the Rehabilitation Act will be assigned in compliance with all such program regulations.
6. In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A. § 1243g) and the No Child Left Behind Act of 2001 (20 U.S.C.A. § 7165), disciplinary records pertaining to suspension or expulsion of students from school shall be transferred, along with other educational records, to any private or public elementary school or secondary school for any student seeking to or intending to or enrolling in the school.

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Assignment of Expulsion Rather than Suspension:

Severe infractions of the Code of Student Conduct, outlined as grounds in the Administrative Intervention Plan, may result in expulsion, as approved by the School Board of Trustees and implemented under the requirement of the Wyoming Procedures Act.

Due Process Provisions for Suspension:

- A. The disciplinarian shall give the student to be suspended oral or written notice of the charges against him and an explanation of the evidence the authorities have. Wyo. Stat § 21-4-305(b).
- 21-**
- B. The disciplinarian shall give the student to be suspended an opportunity to be heard and to present his version of the charges against him. No student shall be removed from school without such notice and opportunity to be heard, except as provided by subsection (c) of this section. Wyo.Stat. § 21-4-305(b).
- C. The disciplinarian shall give the student to be suspended the opportunity to be heard as soon as practicable after the misconduct, unless the student's presence endangers persons or property, or threatens disruption of the academic process, in which case his immediate removal from school may be justified, but the opportunity to be heard shall follow as soon as practicable, and not later than seventy-two (72) hours after his removal, not counting Saturdays and Sundays. Written notice of suspension shall be sent to the student's parent, guardians or custodians within twenty-four (24) hours of the decision to conduct them. Wyo.Stat. § 21-4-305(c).

In addition to the provisions for due process outlined in Wyo. Stat. § 21-4-305, if the disciplinarian or student so requests, an observer will attend the disciplinary conference where the student is informed of the charges against him and the evidence the authorities have. The observer will be a certified staff member with prior knowledge of his/her role in the discipline process, to include the responsibility for documenting that:

March, 2010

Subject	Assignment Due	Date
Mon 8		
Tue 9		
Wed 10		

Rock Springs High School Behavior Matrix

- Intensity 1: Annoying Behavior
- Intensity 2: Disruptive or Interfering Behavior
- Intensity 3: Persistent, Pervasive, or Anti-Social Behavior
- Intensity 4: Severe or Dangerous Behavior

Intensity Level 1

- Calling/shouting/blurting out answers
- Inappropriate tone or volume of voice
- Leaving seat without permission
- Non-speech noises that disrupt the class
- Not following directions (bringing appropriate materials to class)
- Not listening/paying attention
- Passive off-task behavior (head on desk, staring out window)
- Rocking, tilting, falling out of seat
- Talking out of turn
- Talking to neighbors/others without permission
- Littering
- Running in the building

Techniques for working with Level 1 violations

- Proximity Control
- Verbal Response
- Pause (the look)
- Verbal Request
- Redirect Attention
- Address student by name

Intensity Level 2

- Arguing with the teacher/talking back
- Cheating
- Chronic socializing with peers
- Horseplay/play fighting
- Name-calling
- Not following directions
- Pushing/poking - hands inappropriately on another student
- Pestering
- Public display of affection

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- Willful disobedience or open defiance
- Hazing
- HABITUALLY disruptive behavior, defined as 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 (occurrences of this behavior must be documented and a phone call to parents must have been documented as well)

- Intensity Level Three
- Parent contact (have student call parent)
- Counselor Support
- Parent/Teacher/Administrator conference
- In-class detention (sent to ISS for duration of period)
- Office referral (call administrator/send to office)
- Detention/Saturday School (office assigned only)

- Physical aggression/fighting with intent to cause bodily harm
- Torturing, tormenting, or abusing a pupil in any way maltreating a pupil or teacher with physical violence
- Destroying school property/vandalism/willful destruction or defacing of school property
- Hazardous behaviors/safety issues
- Sexual harassment
- Sexually inappropriate behavior (touching/showing private parts)
- Harassment or violence
- Stealing or attempt to steal property

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- Gambling

Techniques for working with Level 4 violations

- All level 4 violations will be handled in the office
- Fill out Form 19 (office referral)
- Do not power struggle with student; if they will not leave the room quietly, call the office and we will have someone come and remove them for you...

Dangerous Weapons in School

Possession, use, transfer, carrying or selling of a weapon during any school-sponsored activity, on any school bus, or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) may subject offenders to disciplinary action, and referral for civil and/or criminal prosecution.

Section 1. Definitions.

- a. "Campus" means within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12).
- b. "Carrying" means to have, bear or transport upon or about one's person.
- c. "Possession" means having control or custody over a weapon with the intent to have and to exercise control. Possession may be sole, one person alone, or joint, two or more persons.
- d. "School Sponsored Activity" means any competition, concert, event, gathering, tournament or travel occurring under the sponsorship of a school, school district, activities association or other entity in which participation of students from Sweetwater County School District Number One, State of Wyoming is sanctioned, approved or mandated by Sweetwater County School District Number One, State of Wyoming or its administration.
- e. "Selling" means to give up or exchange goods for money, services or other goods.
- f. "Transfer" means the sale, gift and every other method, direct or indirect, of parting with property or the possession of property, voluntarily or involuntarily.
- g. "Use" or "using" means inflicting any physical injury with a "weapon", threatening physical injury on another person with a "weapon" or displaying a weapon for purposes of intimidation.
- h. "Weapons" means the following instruments, implements or items:

February, 2010

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- suspended from school for not less than five (5) days and may receive additional disciplinary action up to and including expulsion from school for up to one (1) year.
- c. A student who violates Section 2 by using or threatening to use a Type 3 weapon during any school-sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be suspended from school for not less than three (3) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year.
 - d. A student who violates Section 2 by using or threatening to use a Type 4 weapon during any school-sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be suspended from school for not less than three (3) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year.
 - e. A student who violates Section 2 by possessing, transferring, carrying or selling a Type 4 weapon during any school-sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be disciplined at the discretion of the building principal.
 - f. A student who violates Section 2 by possessing, using, transferring, carrying or selling a Type 5 weapon during any school-sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be disciplined at the discretion of the building principal.
 - g. Principals or other school officials may confiscate any weapon found: on the person of any student; on any school bus; or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12). Confiscated weapons will be surrendered to law enforcement agencies upon request of the agency for use in prosecution or for destruction. Otherwise, confiscated weapons may be released to parents or legal guardians upon completion of any related disciplinary action or prosecution.

- Sweetwater County School District Number
State of Wyoming
Board Policy JFCJ

- I. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the students shall not:
 - A. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
 - B. Present a physical safety hazard to self, students, staff, and other employees;
 - C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
 - D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.
- II. 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.
- III. If the student's behavior or other attribute 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.

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Carrying Bags

If a student wishes to use a carrying bag (backpack, tote bag, etc.) in transporting books and other materials to and from school and/or classes, it is recommended that the bag be mesh or clear. The administration reserves the right to make changes to this building procedure and to mandate/prohibit certain carrying bags if the educational environment at RSHS becomes disrupted.

Electronic Signaling Devices

Unauthorized use of beepers, portable cellular phones and/or similar communication devices on school property, school buses, or at school sponsored activities, by students is prohibited.

Acceptable authorization must be obtained from the building principal or designee.

Adopted: 11/11/1996

Revised: 4/12/05

Sweetwater County School District Number One
State of Wyoming
Board Policy JFCN

The school is not responsible for lost, stolen or damaged items.

Cell Phones

Cell phones are a part of modern society and the school accepts that many students will possess them. However, that doesn't give students permission to use them when and where they want. Students will be allowed to possess and use (appropriately) a cell phone before and after school, during their lunch period, and during passing period. Any phone visible during class time (whether in the classroom, hallway, bathroom, etc) shall be taken by the staff/faculty member and turned into the office. **Any student who forwards or possesses inappropriate material on school grounds may be subject to additional disciplinary action.**

Cell phone procedure violations will be managed in the following manner:

1st violation – parent pick up

Any additional violations - parent pick up and

1 day ISS

MP3's, iPods, PSP's, or other similar electronic entertainment devices

MP3 players, iPods, PSP's and similar devices are a part of modern society and the school accepts that

- 1st violation – parent pick up
Any additional violations - parent pick up and
1 day ISS

Student Dress Code

The School Board recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the ability of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. Clothing will be worn in the manner in which it is intended. Undergarments will be covered by the appropriate outer garment. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning.

A student's dress or grooming shall not:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her educational objectives.

Appropriate footwear must be worn at all times.

Each elementary and secondary schools shall develop clear and reasonable rules and regulations for student conduct in that school. They shall be consistent with Board policy and state law and shall be reviewed and endorsed by the Board of Education. Each school shall adequately inform parents, pupil, and staff members of expected standards of conduct.

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.

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If the student's behavior or other attribute is in violation of these provisions, the principal or his 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.

Sweetwater County School District Number
State of Wyoming
Board Policy JFCA

School Attire

1. Students are expected to dress in a **clean, neat, modest, and safe manner at all times.**
2. The wearing of any apparel, jewelry, and accessories, decorating notebooks with symbols and/or trademarks, any manner of grooming which, by virtue of its presence, color, and/or arrangement, or any other attribute denoting membership in a gang or advocating drug use, violence, or disruptive behavior will be prohibited. (District Policy JFCA)
3. **Students are not permitted to wear any type of head coverings in the building during the regular school day, 6:30 a.m. - 3:30 p.m.**
4. Appropriate footwear must be worn at all times. It is recommended that students wear hard or rubber soled shoes, commonly known as dress or casual shoes, athletic court shoes, sandals. Students may not wear slippers or similar soft soled shoes designed for household wear due to safety concerns. Students must have their undergarments covered at all times and are reminded to dress in a modest manner.
5. The wearing of oversized clothing that drags on the floor will not be allowed due to safety concerns.
6. The administrator(s) who determines a student's dress inappropriate will have the student make arrangements to correct the situation. Continual violations of student dress code may result in a student being considered to be willful disobedient and receive an office discipline referral.

Public Display of Affection

Excessive public display of affection by students will not be tolerated.

Sexual Harassment

February, 2010

I. GENERAL STATEMENT OF POLICY

It is the policy of Sweetwater County School District Number One, State of Wyoming (the "District") to maintain an educational and employment environment that is free from harassment or violence based upon another individual's sex, sexual orientation, marital status, race, religion, national origin, or disability. The District prohibits such harassment and violence as various forms of unlawful discrimination.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel to harass a pupil, teacher, administrator or other school personnel through acts of harassment based upon another individual's sex, sexual orientation, marital status, race, religion, national origin, or disability as defined by this policy. (For purposes of this policy, "school personnel" includes members of the Board of Trustees, school employees, contractors, agents, volunteers, or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator, or other school personnel through acts of violence based upon another individual's sex, sexual orientation, marital status, race, religion, national origin, or disability as defined by this policy.

The District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based upon another individual's sex, sexual orientation, marital status, race, religion, national origin, or disability and – to discipline or take appropriate action against any student, teacher, administrator or other school personnel found to have violated this policy.

II. HARASSMENT AND VIOLENCE DEFINED

- A. Sexual Harassment: Sexual harassment is unsolicited, non reciprocal behavior which consists of unwelcome or unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or

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communication of a sexual nature which is offensive or objectionable to the recipient when:

- (i) 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
- (ii) 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
- (iii) 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:

- (i) unwelcome verbal or written harassment or abuse including sexually suggestive or derogatory communications;
- (ii) unwelcome pressure for sexual activity;
- (iii) 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;
- (iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- B. Racial Harassment: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
- (i) has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
 - (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
 - (iii) otherwise adversely affects an individual's employment or educational opportunities.
- C. Religious Harassment: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
- (i) has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
 - (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
 - (iii) otherwise adversely affects an individual's employment or educational opportunities.
- D. National Origin Harassment: National Origin harassment consists of physical or verbal conduct relating to an individual's national origin when the conduct:

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- (i) has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
- (iii) otherwise adversely affects an individual's employment or educational opportunities.

E. Disability Harassment: Disability harassment consists of physical or verbal conduct relating to an individual's physical or mental disability when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
- (iii) otherwise adversely affects an individual's employment or educational opportunities.

F. Sexual Violence: Sexual violence is a physical act of aggression or assault or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. As used in this section, intimate parts shall be defined as stated in Wyo. Stat. §6-2-301(a)(ii), as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

- G. Racial Violence: Racial violence is a physical act of aggression or assault or the threat thereof upon another because of, or in a manner reasonably related to, race.
- H. Religious Violence: Religious violence is a physical act of aggression or assault or the threat thereof upon another because of, or in a manner reasonably related to, religion.
- I. National Origin Violence: National Origin violence is a physical act of aggression or assault or the threat thereof upon another because of, or in a manner reasonably related to, national origin.
- J. Disability Violence: Disability violence is a physical act of aggression or assault or the threat thereof upon another because of, or in a manner reasonably related to, physical or mental disability.
- K. Assault: Assault is:
- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
 - (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or
 - (iii) the threat to do bodily harm to another with present ability to carry out the threat.
- L. Disability: Disability means any physical or mental impairment that substantially limits a major life activity. Individuals may be deemed disabled if they have serious difficulty walking, seeing, hearing, breathing, learning, speaking, doing manual tasks, sitting standing, lifting, reaching or are suffering from certain disabling illnesses.

January, 2010

Subject	Assignment Due	Date
Thu 21		
Fri 22		
Sat 23	Sun 24	

January, 2010

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III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of prohibited harassment or violence under this policy by a student, teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute prohibited harassment or violence toward a student, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate official designated by this policy. The District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the District central office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the District Human Resources Director or to the Superintendent.

- A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of prohibited harassment or violence at the building level. Any teacher, administrator or school personnel who receive a report of prohibited harassment or violence under this policy shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Human Resources Director immediately, 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 if extended for good cause, 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.

- B. In the District. The Board of Trustees hereby designates the District Human Resources Director to receive reports or complaints of prohibited harassment or violence under this policy. If the complaint involves the Human Resources Director, the complaint shall be filed directly with the Superintendent.

- #### IV. INVESTIGATION

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 prohibited harassment or violence under this policy.

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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 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.

V. DISTRICT ACTION

- A. 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 District's action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, federal and state law and other District policies.
- B. The result of the District's investigation 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.

VI. 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, prohibited harassment or violence; 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 harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. 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.

VIII. HARASSMENT OR VIOLENCE AS ABUSE OR OTHER REPORTABLE CONDUCT

Under certain circumstances, alleged harassment or violence under this policy may also constitute possible reportable abuse under Wyoming law. If so, the duties of mandatory child abuse reporting under Wyo. Stat. § 14-3-205 may be applicable. See also Policy File JHG.

Under certain circumstances, alleged harassment or violence under this policy may constitute possible reportable conduct under Wyoming law. If so, reporting may be made, as deemed appropriate, to appropriate law enforcement agencies, county attorney's offices, child welfare agencies, Department of Education and/or Professional Standards Licensing Boards.

Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

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

LEGAL REFERENCES: Civil Rights Act of 1964 (Titles IV, VI, VII)
Americans with Disabilities Act (ADA)
Equal Pay Act
Rehabilitation Act of 1973 (Section 504)
Immigration Reform and Control Act
Individuals with Disabilities Education Act (IDEA)
Education Amendments of 1972 (Title IX)

Adopted: 06-28-93
Revised: 12/13/95 01/08/97 05/27/02

Sweetwater County School District Number One
State of Wyoming
Board Policy JFCL (Also GBCC)

January, 2010

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January, 2010

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TOBACCO, ALCOHOL AND DRUG ABUSE EDUCATION INTERVENTION

I. GENERAL STATEMENT OF POLICY

Tobacco, alcohol and drug abuse are serious problems in society, and schools are not immune to these problems. It is statistically predictable, and it is within the experience of Sweetwater County School District Number One, State of Wyoming ("the District"), that some students have used tobacco or alcohol illegally or used controlled substances such as marijuana, look-alike drugs or other drugs or may do so during their school years. Also, some students may be tempted to experiment with or use so-called "performance enhancing" controlled substances, such as steroids, in misguided attempts to increase strength or endurance. The District recognizes the adverse effects that use of such illegal or controlled substances may have on individual, academic success and in the development and maintenance of good mental and physical health.

For the safety and best interests of the students of Sweetwater County School District Number One, State of Wyoming and to promote a tobacco-free, alcohol-free and drug-free school environment, the Board of Trustees adopts this policy to emphasize rehabilitation when violations are determined to have occurred. The purposes of this policy are to prevent use of illegal or controlled substances such as tobacco, alcohol or drugs, to educate students to the serious physical, mental and emotional harm caused by use of illegal or controlled substances and to prevent further injury, illness and harm as a result of **use** of illegal or controlled substances.

II. ILLEGAL OR CONTROLLED SUBSTANCES DEFINED

- A. "Alcohol" means any alcoholic liquor or malt beverage, including, but not limited to, liquor, wine, spirits, fermented beverages, beer or brewed beverages containing alcohol. Wyo. Stat. § 12-1-101(a) (i), 12-1-101(a)(vii), & 12-1-101 (a)(x).

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- B. A student who violates Policy File JFC by possessing, using, manufacturing, or distributing of tobacco, alcohol, controlled substances, drugs, unauthorized medications, look-alike drugs or drug-related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, is subject to suspension or expulsion from school under Policy File JFC.

IV. PENALTIES

TYPE I -ALCOHOL

- A. A student who, in a first offense, violates Section III by possessing, using, manufacturing, or distributing of alcohol, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year depending on the circumstances.
- B. A student who, in a second offense, violates Section III by possessing, using, manufacturing, distributing of alcohol, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to ten (10) days and may receive additional disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.
- C. A student who, in a third offense, violates Section III by possessing, using, manufacturing, or distributing alcohol, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

TYPE II -TOBACCO

A. A student who, in a first offense, violates Section III by possessing, using, manufacturing, or distributing of tobacco, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year depending on the circumstances. **Students who are of legal age to be in possession of tobacco eighteen (18) years of age or older may not have tobacco on their person on school property.

B. A student who, in a second offense, violates Section III by possessing, using, manufacturing, distributing of tobacco, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to ten (10) days and may receive additional disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances. **Students who are of legal age to be in possession of tobacco eighteen (18) years

of age or older may not have tobacco on their person on school property

C. A student who, in a third offense, violates Section III by possessing, using, manufacturing, or distributing of tobacco, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances. **Students who are of legal age to be in possession of tobacco eighteen (18) years of age or older may not have tobacco on their person on school property.

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TYPE III - CONTROLLED SUBSTANCE, UNAUTHORIZED MEDICATIONS, LOOK ALIKE DRUGS OR DRUG PARAPHERNALIA

- A. A student who, in a first offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action including expulsion from school for the remainder of the school year depending on the circumstances.
- B. A student who, in a second offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended for up to ten (10) days and may receive additional disciplinary action including expulsion from school for up to one (1) year depending on the circumstances.
- C. A student who, in a third offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug-related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High school Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

A. A student who violates Section III by manufacturing, or distributing controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

Disciplinary action for violations of this policy shall be cumulative during a student's elementary or secondary educational career.

V. MITIGATION OF PENALTIES

The student seeking mitigation will meet with designated representatives of the Student Assistance Program Team for evaluation and program recommendation. Evaluation of a student seeking mitigation under this section will be conducted by completion by the student of the Substance Abuse Subtle Screen Inventory (SASSI). The Student Assistance Program Team will review results of this screening inventory and make specific program

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recommendations for tobacco, alcohol or controlled substance abuse education and intervention.

Specific recommendations may include participation and completion of the Insight Chemical Awareness Program. This program consists of a minimum of four hours of education and information regarding substance abuse. Its purpose is to help direct students away from substance abuse and toward a healthy lifestyle. The Insight Chemical Awareness Program varies based upon the recidivism of the student. Specific recommendations may also include referral to other District or community services as deemed appropriate. Aftercare recommendations may also be made by the Student Assistance Program.

In the alternative, a student with the consent of a parent or legal guardian may arrange for an independent substance abuse assessment from a licensed, professional counselor or physician with the prior agreement of the building principal or a designee. The student and parent or legal guardian must agree, prior to the independent substance abuse assessment, to sign any requested waivers for release of confidential information to the Student Assistance Team, including the results of any assessment, diagnosis, recommendation for treatment and records of completion of treatment. The student must submit evidence of the assessment and successful completion of any required treatment to be eligible for mitigation under this provision. All costs and expenses associated with such independent substance abuse assessment and any resulting treatment shall be the responsibility of the student or parents or legal guardians.

A student who agrees to participate in and successfully completes the Student Assistance Program recommendations under this provision may have the suspension from school reduced.

VI. STUDENT ASSISTANCE PROGRAM

The District shall provide a comprehensive Student Assistance Program in elementary and secondary schools emphasizing prevention education, intervention assistance, and student support groups. The Student Assistance Program shall coordinate intervention efforts with students found to be under the influence of, using or in possession of tobacco, alcohol or a controlled substance.

The Student Assistance Program shall also provide resources for students deemed to be at high risk of engaging in substance abuse or affected by the substance abuse of others.

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after a violation of this policy is observed or reported by District personnel.

Participation in the Student Assistance Program is voluntary. A student or parent or legal guardian may withdraw from the Student Assistance Program or approved alternative services at any time. Students who withdraw from the Student Assistance Program or approved alternative services prior to successful completion are subject to disciplinary action for any proven violations of this policy.

Adopted: 4/11/88

Revised: 1/22/90 6/8/98 8/19/02 5/9/05

Cross REf: GBCB, Staff Conduct (Drug Free Workplace)

JFC, Student Conduct

Sweetwater County School District Number One
State of Wyoming
Board Policy JFCI

Interviews, Interrogations, Searches and Law Enforcement Relations

Investigation by School Officials

Sweetwater County School District Number One, State of Wyoming has certain legal rights and responsibilities with respect to the schools, school property and students.

The District stands “in loco parentis” (in the place of the parent), giving the District the ability to supervise students under the District’s physical custody and control. School administrators may interview students regarding matters of school discipline. The District may request the participation of law enforcement officers during interviews regarding matters of school discipline. Students subject to school discipline shall be accorded the due process rights identified in Policy File JFC.

The District reserves all of its rights of inspection or search of school premises, including student lockers which are temporarily assigned to student use for the storage of books, clothing and other lawful articles. The District's authority to inspect or search school premises may be exercised in the interest of protecting students, maintaining discipline, protecting the academic environment, and student or school property.

Search of a student's personal possessions or person, without consent, requires that "reasonable grounds" exist to protect each child's constitutional rights and to act in the best interests of the school and all other students. School authorities base "reasonable grounds" on the observation of specific and describable behaviors that lead someone to believe that a student or group of students is

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School Resource Officers assist school administrators in providing security and maintaining discipline. School Resource Officers also serve as the liaisons between their respective law enforcement agencies and the District, helping to prevent criminal activity, conducting investigations of alleged criminal activity and enforcing applicable laws.

The District complies with all appropriate criminal warrants, subpoenas and similar legal documents presented by law enforcement officers. Under certain situations, law enforcement officers may utilize such legal documents to authorize interviews with a student, conduct a search, or take the actions permitted under the warrant or legal document. The District is not obligated to investigate the validity of such a legal document, unless there is a reasonable basis to believe the documentation is invalid. Any notices of legal rights to students, parents or other responsible parties under terms of a warrant, subpoena, or similar legal document shall be provided by the issuing court, prosecutor or law enforcement agency charged with such responsibility.

Law enforcement officers, acting in the scope of their duties, enjoy certain privileges not afforded to the general public. For example, school personnel may not hinder law enforcement personnel who state they are seeking to interview or arrest a criminal suspect or material witness who is believed to be on school premises. Similarly, school personnel will provide access to students when law enforcement personnel believe that a student is in danger of harm or could do harm to others. The District recognizes that particular privileges are granted by Wyoming statutes to law enforcement officers and the Wyoming Department of Family Services in the conduct of child abuse, child neglect or sexual assault investigations. The District grants deference to these law enforcement requests because of the exigency of the circumstances and the legal requirement to cooperate with law enforcement officers engaged in the performance of their duties.

When a law enforcement officer initiates a request to interview a student on District property during school hours, an administrator or designee shall escort the student to the interview and be present during the interview, unless restricted by court process such as an ex parte court order authorizing an interview. During such interviews, it is the responsibility of the law enforcement officer to advise the student of any applicable legal rights under criminal law and to obtain any necessary waiver of such rights. As soon as reasonably practical, following completion of the interview, the law enforcement officer or agency that initiated the interview request shall provide notice of the interview to the parents or legal guardians of the student.

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[illegible]

Wyoming Graduation Requirements

Requirements for graduation from any high school within any district in Wyoming shall include documented proficient performance of student content and performance standards, satisfactory completion of Carnegie units and satisfactory completion of an exam on principles of the constitution of the United States and Wyoming.

Uniform Student Content and Performance Standards

Students will:

- a. Demonstrate evidence of proficient performance on the uniform student content and performance standards for the common core of knowledge and skills specified under Section 8 of Chapter 31

Rules for Graduation Requirements as follows:

Wyoming Language Arts Content and Performance Standards

Wyoming Mathematics Content and Performance Standards

Wyoming Science Content and Performance Standards

Wyoming Social Studies Content and Performance Standards

Wyoming Health Content and Performance Standards

Wyoming Physical Education Content and Performance Standards

Wyoming Foreign Language Content and Performance Standards

Wyoming Career and Vocational Content and Performance Standards

Wyoming Fine and Performing Arts Content and Performance Standards

- b. Satisfactorily pass an examination on the principles of the constitution of the United States and the state of Wyoming. (W.S. 21-9-102)

Transcript Endorsements

Sweetwater School District Number One will provide the following endorsements on student's transcripts as determined by the district's Graduation Passport System and in compliance with state statute:

- General - Students demonstrating proficiency in 5 of 9 common core areas will earn a general endorsement to be recorded on the high school transcript.
- Comprehensive - Students demonstrating proficiency in 9 of 9 areas will earn a comprehensive endorsement recorded on the high school transcript.
- Advanced - Students demonstrating proficiency in 9 of 9 areas and, who demonstrates advanced performance in five of 9 areas, will receive an advanced endorsement on the high school transcript.

Certificate Option

The following certificate may be awarded to any student who meets the following criteria:

Certificate of Attendance - Students who do not meet the graduation requirements, but who attend school regularly for 8 semesters of classes at the high school level (9-12) are eligible to receive a Certificate of Attendance.

Enrollment Requirements

Students eligible for graduation shall be those enrolled full time in grades nine (9) through twelve (12). Fulltime enrollment is defined according to the particular school's handbook. Upon proof of extenuating circumstances, specific written permission for exceptions may be granted only by the building principal. No diploma or credit for a course which has been completed successfully shall be denied a pupil who has earned it; provided such diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the District.

Transferring Students

Students who transfer to Sweetwater County School District Number One from accredited schools shall be given credit for previous coursework based upon an evaluation of transcripts, credits, grades and, if necessary at the discretion of the District, through District selected assessments. To be eligible to receive a diploma from one of the District's high schools transfer students must, at a minimum, enroll and complete a full schedule of classes as defined in the student handbook for at least one full semester including the semester immediately prior to anticipated graduation regardless of the number of credits earned and transferred from other accredited schools. Students desiring to transfer from home school programs shall be assessed under the District Policy File IGCB, Home Schooling.

High School Credit From Adult/College or Correspondence Study

Upon successful completion, students may seek credit toward graduation for previously approved adult/college level course(s) or approved high school correspondence course(s) for course work determined to be equivalent to one high school credit. Approval for counting additional such credit hours toward graduation may be granted at the discretion of the building principal when a student's educational achievement warrants accelerated or extended course work or when deemed in the best interests of the student by the principal. Approval will be based on consideration of, at a minimum, student achievement data (grades, test scores, performance, etc.), entry level skills, developmental level, and ability to succeed in a post secondary setting.

November, 2009

Subject	Assignment Due	Date
Thu 19		
Fri 20		
Sat 21	Sun 22	

November, 2009

Disabled Students

[illegible]

The District shall provide eligible students with disabilities the opportunity to graduate from high school, participate in graduation exercises, and to receive documentation of such formal training/education completion through the awarding of either a high school diploma or a Certificate of Attendance. Individual specific provisions for graduation will be made for students with disabilities under the Individuals with Disabilities Education Act, through the student's Individual Education Plan (IEP) as determined by the IEP Team. Standards and procedures for graduation of students with identified disabilities from high school shall be provided in accordance with the rules and regulations of the Wyoming State Board of Education and Sweetwater County School District One Policy. Applicable regulations governing the District's special services programming options and other related information are contained in the manual entitled "The Rules and Regulations Governing Children with Disabilities."

Accelerated or Extended Course Work

Students whose educational achievement warrants accelerated or extended course work may initiate a written request for non-traditional course offerings. The parent(s), legal guardian(s), and/or student of legal age may make a written request that the high school principal allow the student to take more than the equivalent of one high school credit of adult/college course(s) and count them toward graduation requirements. The building principal will be responsible for initiating an evaluation process and for making and communicating the final decision on the written request, based upon the following guidelines:

- a. The building principal will convene and chair a committee comprised of, at a minimum, the student's counselor, a teacher/department chair from the discipline of strength for the student, and classroom teacher(s) from other curricular area(s) who currently has/have the student in class.
- b. This committee will gather information regarding the student's educational achievement which might include, but not be limited to, grades, test scores, performance, entry level skills, and developmental level.
- c. The committee will consider the information and also the options provided within this policy to formulate a recommendation for the best education of the student.

- d. The written and signed recommendation of the committee will then be signed and implemented by the building principal.
- e. The principal will communicate the decision in writing to the parents, legal guardians, and the student. Correspondence courses must be completed, returned, graded and the grade posted by May 1 to be considered for that year's graduation.

Remediation Opportunities

Students experiencing difficulty in specific courses or with overall graduation requirements should promptly consult the guidance counselor. The District offers a variety of programs and services for students needing additional assistance in specific areas.

Rock Springs High School Credit Requirements

To be eligible to graduate from Rock Springs High School, students must earn a minimum of twenty four (24) credits in grades nine (9) through twelve (12). All courses from grades nine (9) through twelve (12) will be counted towards the grade point average (GPA) and class rank, according to the school handbook. Specific course and credit requirements include:

Four Credits	Language Arts
Three Credits	Mathematics
Three Credits	Science
One Credit	Social Studies (9 th grade) [#]
One Credit	U. S. History
One half Credit	Government
One half Credit	Social Studies elective
One half Credit	Health
One half Credit	Physical Education (9 th Grade) or P.E.
	Swim (9 th Grade)
One half Credit	Career/Technical Education
One half Credit	Fine/Performing Arts
One half Credit	Foreign Language*
Eight and One Half Credits	Elective

Twenty-Four Credits Total

*One semester of a foreign language culture course must be taken, unless the student passes a level one foreign language course.

#World Geography/History will be the 9th grade social studies course for all students enrolled in the district during their 9th grade year.

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Rock Springs High School

Credit Requirements

Beginning with the Class of 2011

To be eligible to graduate from Rock Springs High School, students must earn a minimum of twenty four (24) credits in grades nine (9) through twelve (12). All courses from grades nine (9) through twelve (12) will be counted towards the grade point average (GPA) and class rank, according to the school handbook. Specific course and credit requirements include:

Four Credits	Language Arts
Three Credits	Mathematics
Three Credits	Science
One Credit	U. S. History #
One Credit	World Geography/History
One Credit	American Government/Economic Systems
One half Credit	Health
One half Credit	Physical Education (9 th grade) or P.E. Swim (9 th grade)
One half Credit	Career/Technical Education
One half Credit	Fine/Performing Arts
One half Credit	Foreign Language*
Eight and One half Credits	Elective

Twenty Four Credits Total

*One semester of a foreign language culture course must be taken, unless the student passes a level one foreign language course.

#U. S. History will be the 9th grade social studies course for all students enrolled in the district during their 9th grade year beginning with the class of 2012.

U S. History will be the 10th grade social studies course for the class of 2011.

Sweetwater County School District Number One
State of Wyoming
Board Policy IKF

Fees may be charged to cover materials and supplies used in student-created projects if the projects are to be taken home.

Full Time Student

Schedule Change Procedure

The **only time** a student may change a **course selection** is after the week of period, or teacher changes permitted during the summer and only for the following six reasons:

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THE ONLY TIME THAT STUDENTS WILL BE ALLOWED TO MAKE CHANGES IN THE PERIODS OR TEACHERS OF THEIR SELECTED CLASSES IS DURING EITHER A WEEK IN JULY OR AUGUST. STUDENTS AND PARENTS WILL BE NOTIFIED OF THE TIMELINE WHEN THEY RECEIVE THEIR SCHEDULE DURING THE SUMMER.

A \$20 FEE MAY BE ASSESSED AND MUST BE PAID PRIOR TO ANY CHANGE BECOMING EFFECTIVE.

Adopted: January, 1997
Revised: January, 2000

Withdrawal from School

When a student is withdrawing from school, he or she must obtain a check-out form from the main office. The form must be completed by each of the student's teachers as well as certain other school personnel and then promptly returned to the main office. The student is responsible for returning all books and cleaning out his/her locker. The student must also pay any fines before the students' official records will be sent to another school district.

COMPUTER NETWORK AND INTERNET ACCESS AND USE AUTHORIZATION FOR NETWORK/INTERNET ACCESS

- A. Definition. The Network/Internet refers to the global network of computers created by the interfacing of smaller contributing networks. Its services are intended to support curriculum, instruction, open educational inquiry and research, and legitimate business interests of Sweetwater County School District Number One, State of Wyoming ("the District"). In this document, "Network/Interface Access" refers to all information accessed through the use of the District's equipment and resources for connection to and use of the Network/Internet online services, including, but not limited to, electronic mail ("e-mail"), bulletin board, and network conferencing systems.
- B. Philosophy of Network/Internet Use. The goal of the District is to include appropriate Network/Internet access in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication including access to online libraries and databases for educational or research use. All use of District Internet access and District networks will conform to the

C. Authorized Users. Administrators, teachers, other employees of the District, and students may be authorized to use the Network/Internet, which includes all information accessed by Network/Internet sites, e-mail, online services, and bulletin board systems. Access to the Network/Internet is granted as a privilege, not a right. Individual users of the Network/Internet consent and agree to use the Network/Internet in an appropriate and responsible manner and by their use, behavior or communication shall not violate any Policy of the District or applicable law. Access to the Wyoming Equality Network and SSD NetOne is coordinated through various government agencies, regional networks, and private entities. Authorized users consent and agree to follow applicable guidelines of each respective agency, network or entity providing Network/Internet access.

D. Students. Each student is deemed to have consent and authorization from his or her parent(s) or legal guardian(s) for Network/Internet access prior to using the District's Network/Internet connection. Any student of legal age or his or her parent(s) or legal guardian(s) may withdraw consent and authorization for Network/Internet access for the current school year by completing the STUDENT'S WITHDRAWAL OF NETWORK/INTERNET ACCESS form and submitting it to the school where the student is enrolled.

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STUDENT USE OF THE NETWORK/INTERNET

The following safety and acceptable-use provisions with respect to Network/Internet use should be discussed by parent(s) or legal guardian(s) with their students, and students agree and consent to abide by such provisions:

1. The Network/Internet may only be used for appropriate research for educational purposes.
2. The Network/Internet may be used to collaborate with others for educational or research purposes.
3. Students should not divulge personal information such as social security numbers, personal addresses, personal telephone numbers, parents' work addresses or telephone numbers without parental permission.
4. Students should tell their parents or teachers immediately if they come across any information that makes them feel uncomfortable.
5. Students should never agree to get together or meet someone that they "meet" online without first checking with their parent(s) or legal guardian(s).
6. Students should never send anyone their picture or any other item without first checking with their parent(s) or legal guardian(s).
7. Students should tell their parent(s) or legal guardian(s) immediately if they receive any such message.

PRIVACY

Users will have no expectation of privacy regarding files or messages stored on District-based computers. Electronic messages and files stored on school-based computers or stored outside of school using the District's Network/Internet account are deemed to be property of the District. Consequently, users should not have any expectation of privacy with respect to their files or messages. The System Administrator, Building Principal and his/her designees may review files and messages at any time to maintain system integrity and insure that the users are acting responsibly.

In compliance with the Children's Internet Protection Act (CIPA) Sweetwater County School District Number One, State of Wyoming uses specific technology protective measures to block or filter access to inappropriate matter or visual depictions prohibited by law.

Uses which are unacceptable under the Policy because they cause substantial disruption of the proper and orderly operation and discipline of the school, violate the rights of others, constitute socially inappropriate use, are inappropriate due to the maturity level of the students, or are primarily intended as an immediate solicitation of funds, include, but are not limited to, the following:

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14. Using the Network/Internet in any way that would disrupt its use by other users, including "chain letters," uploading or creating computer viruses or self-replicating code, and any other attempt to harm or destroy data of another user, SSD NetOne, or any other network or system connected to the Network/Internet;
15. Using the Network/Internet for the purpose of harassing, torturing, tormenting or abusing other users or other individuals;
16. Installation of unauthorized software on District computers and networks;
17. Use of the system to alter documents or records, create a forged instrument or otherwise commit forgery;
18. Accessing the Network with unauthorized devices connected via Ethernet, USB, FireWire, Blue Tooth, IEEE 802.11x(a, b, g or n), Infrared or any other wireless signals;
19. Using Bootable devices (e.g. USB devices, CD's Firewire devices, External harddrives) to gain access or alter the function of a computer or a network;
20. Accessing or using personal and 3rd party email accounts (the District will provide all students in grades 5 through 12 with an email account to be used in the educational setting);
21. Participating in online chat rooms or using instant messaging for non-educational purposes;
22. Using district computers and networks for non-educational purposes (e.g. games, gambling, role playing and multi-user scenarios and games).

USE OF DISTRICT COMPUTING AND TECHNOLOGY EQUIPMENT

Students must use district computing and technology equipment in a responsible way. Students damaging District computers or technology equipment will be responsible to pay for repair(s) or replacement(s). Legal parent/guardian of students participating in a one-to-one laptop program will be required to sign a contract detailing the guidelines for laptop use as well as care of the laptop.

USE OF PERSONAL COMPUTING EQUIPMENT

Personal Computers, PDAs and Hand Held Computing Devices (owned by the student) may be used on school premises only after receiving approval by the building administrator and the classroom teacher. Personal computing devices may NOT be connected to the district network until they have been inspected and verified by the Information Technology Department. Such devices will be required to have Anti-Virus software, Anti-Spyware software and Firewall capabilities.

USE OF COLLABORATION TECHNOLOGIES FOR EDUCATIONAL PURPOSES

The District will utilize controlled collaboration technologies in specific educational settings. These technologies may include but are not limited to (Podcasting, Blogging, Wikis, Video Conferencing, Instant Messaging, RSS Feeds, Personal Learning Networks, Educationally based Social Networking, etc.). Students will be instructed on the proper use of these technologies. Students using these technologies in an un-safe, inappropriate or offensive way will forfeit their right to participate and use these collaboration technologies.

DISTRICT ASSIGNED SERVER ACCOUNTS AND EMAIL ACCOUNTS

The district may elect to assign students email accounts and server accounts for storage and management of classroom work. Email accounts are for education purposes only. These email accounts will be subject to filtering and random monitoring. Student server accounts will also be subject to random monitoring. Any student violating this policy or abusing the use of these accounts will have their account(s) suspended. Students should never share server or email passwords. Student email accounts and server accounts will be archived per the District's Electronic Document Storage & Retention policy.

SECURITY

Security is a high priority. If the user can identify a security problem on the Network/Internet, the user must notify the supervising teacher, Building Principal, or System Administrator. The user may not demonstrate the problem to other users and must keep their account and password confidential. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. Any user identified as a security risk may be denied access to the Network and/or Internet.

NO WARRANTIES

- A. The District makes no warranties of any kind, whether expressed or implied, for the service of providing Network/Internet to its users, and bears no responsibility for the accuracy or quality of information or services or the loss of data.

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The District will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed- deliveries, or service interruptions caused by users' errors, omissions, or negligence. A user's ability to connect to other computer systems through the Network/Internet or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems. Use of any information obtained via the Network/Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Network/Internet.

- B. The District assumes no responsibility for any authorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.

INDEMNIFICATION

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees incurred by the District relating to, or arising out of, any violation of this Policy and any unauthorized charges or fees, including, but not limited to, telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

COOPERATION WITH INVESTIGATIONS

The District reserves the right to cooperate fully in any investigation requested by parties alleging to be impacted by the conduct or use of computer equipment on the Network by any user and further reserves the right to turn over any evidence of illegal or improper activity to the appropriate authorities.

The failure of any user to abide by this Policy will result in the denial, revocation, or suspension of the Network/Internet privilege, disciplinary action, and/or appropriate legal action. Denial, revocation or suspension of the Network/Internet privilege and/or disciplinary action will be determined by the Building Principal or his/her designees.

Revised: 6/24/02 5/23/05 6/27/05 3/27/08 6/22/08 10/13/08

Withdrawal of Network/Internet Access (see page 79)

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**SWEETWATER COUNTY SCHOOL DISTRICT NUMBER ONE
STATE OF WYOMING**

STUDENT'S WITHDRAWAL OF NETWORK/INTERNET ACCESS

The undersigned agree that we have read Policy JFCM, Computer Network and Internet Access and Use, of Sweetwater County School District Number One, State of Wyoming ("the District") under terms of that Policy, the undersigned on behalf of _____, a student of the District, hereby withdraws permission for the above named student to use the Network/Internet Access provided by the District or through SSD NetOne for the _____ school year or until such time as this withdrawal of permission is revoked in writing by the undersigned. In making this decision, the undersigned acknowledge that certain educational opportunities may be limited or unavailable due to the student's inability to use the Network/Internet and release the District from any claim, damage or liability resulting therefrom.

(Signature of Student

(Date)

(Signature of Parent/Legal Guardian

(Date)

Sweetwater County School District Number One
State of Wyoming
Board Policy JFCM-E

Students and legal parents or guardians are always welcome in the Counseling Center. The counselors are there to help students with educational, vocational, social, and personal problems or planning. Students are encouraged to contact the secretary to arrange for an appointment. Students may go to the counselor of their choice. However, students are expected to follow through a particular problem with the same counselor. Students should secure a hall pass from their teacher to go to the Counseling Center during school hours.

Academic Progress Reporting

Student self - help forms are available in the main office. This report should reflect current academic standing. Self - help forms may be completed by teachers and students on a regular basis or as needed, and parents may request that their students regularly complete this form. However, it is the student's responsibility for obtaining and returning the form. Once the form is completed, the student is given a copy to take home and another copy is retained by the school. Should parents have concerns upon reviewing the form, they are encouraged to contact the students' teacher(s) so that appropriate interventions may be employed. **It is highly recommended that parents use PowerSchool.**

Report cards are issued to students and/or the legal parents or guardians at the end of each nine-week session.

Incomplete work must be completed within two (2) weeks of the end of the grading period or the "I" will become an "F".

Semester grades are calculated as follows:

40% of each of the two (2) quarter grades plus 20% of the student's semester exam. (40+40+20=100%)

Teachers have the right to include class participation and attendance when calculating the daily grade for their classes.

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ASSIGNMENT CODES - ALL GRADES

() = Unrecorded Score

EX = Exempt from work/assignment

0 = Zero points earned for assignment

L/0 = Zero points given as the assignment was late.

L = Assignment is late but student may turn in for some points (determined by teacher)

I = Incomplete, unable to assign a grade - zero points given until corrected

GRADING SCALE - THIRD THROUGH TWELFTH GRADE

100-90	A	4 GPA Points
--------	---	--------------

89 - 80	B	3 GPA Points
---------	---	--------------

79 - 70	C	2 GPA Points
---------	---	--------------

69 - 60	D	1 GPA Point
---------	---	-------------

59 - 0 F 0 GPA Points

Incomplete	I	
Passing	P	Renders credit but no GPA points

No Grade	NG
----------	----

High Quality	H
--------------	---

Needs Improvement N

Satisfactory S

Unsatisfactory U

Standards Based Classroom Assessment Score

Advanced	4
----------	---

Proficient	3
------------	---

Basic	2
-------	---

Below Basic	1
-------------	---

The district grading scale does not include plus (+) or minus (-). The student report card and transcript will record the student's percentage in the class.

[illegible]

[illegible]

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Emergency Procedures

Certain Emergency Management Procedures are practiced in drills during the school year in which students and staff are required to participate. Students are expected to remain with their teachers in the designated area until notified otherwise.

On days when it seems imminent that schools may be closed due to inclement weather, including severe snow storms, please listen to the following radio stations for an announcement regarding a school Snow Day:

If schools are closed due to a Snow Day, the decision will be made prior to 7:00 a.m. by District officials; and the radio stations identified above will announce the decision by 7:00 a.m. If students are to come to school on a wintry day, please insure their safety by providing the proper clothing for Wyoming winters.

Assemblies are a privilege, and all conduct during assemblies should be appropriate for the program being presented. Pep assemblies are for the purpose of promoting spirit and interest in the athletic events of our school. All other assemblies are for the education and enjoyment of everyone. Individual conduct should not be such that it disturbs others.

All clubs, organizations, and special groups must have faculty sponsors. All meetings and activities are to be approved and scheduled with the administration. Sponsors and/or chaperones must be in attendance. Meetings or practices held at school after school

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hours must be approved and supervised by faculty sponsors. All club meetings must be completed and students out of the building by 9:30 p.m.

Athletic Events

Students and fans attending athletic activities are expected to show the same good sportsmanship and courtesy as the participants on the athletic teams. Those students participating in athletics will play the game to the best of their abilities. Students are to be courteous to visiting teams and fans.

Bulletin Board and Notices

Each class and the Student Council maintain a bulletin board located in the lobby by the office. Students should view it daily.

Permission must be received from the Activities Director or his designee, to post any notices in the building. All notices must also be stamped as approved by the Activities Director.

Campus Use - Lawns

Students are allowed to sit on the lawn. All students have the responsibility to keep the lawn free from litter, prevent destruction of natural vegetation, and refrain from disrupting classes in the immediate area. Students are not to play frisbee or other games on the front lawn during school hours.

Dances

1. Non Rock Springs High School students will be admitted to dances with proper authorization from the Administration.
2. Anyone attending a school dance is required to remain within the designated area. If they leave, they may not return.
3. The formal dances of the year are: The Winter Ball, open to all classes; The Junior Prom, open only to juniors, seniors, and their dates.
4. Dress for formal dances: Tuxedos or formal gowns are not required or encouraged. Dress slacks, tie, coat, or sweater for males and a dress, gown, or pant suit for females are considered appropriate. Blue jeans are not acceptable attire for the formal dances.

ROCK SPRINGS HIGH SCHOOL
“Energy Resources Academy”
“Health Occupations Academy”

MISSION AND GOALS

The mission and goals of all Rock Springs High School career academies is to raise student's aspirations and commitment, to increase student achievement, and to focus on college and careers simultaneously.

PURPOSE AND RATIONALE OF ACADEMIES

The Rock Springs High School Career Academies are structured around the Career Academy National Standards Of Practice. They introduce students to a variety of career opportunities in business and industry and equip youth with the background to make sound choices for their futures. They will provide 10th through 12th grade students with a strong, college-prep curriculum as well as industry-related courses of study. The academies enable and encourage students to participate in classroom and onsite activities with local employers, obtain employment after graduation, and pursue higher education.

Academy graduates heading directly to the workforce are readily employed by industry. Graduates will have:

- heightened career awareness
- technical skills
- higher self-awareness
- verbal and written communication skills
- problem-solving skills
- improved teamwork skills

These skills can be applied to any career area they may select, and in life.

September, 2009

[illegible]

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Eligibility For Interscholastic Activity Grades 9 - 12

Rock Springs High School Academic Requirements for WHSAA Sanctioned Activities

[illegible]

Previous Semester Record: The student must have passed at least 3.0 hours of academic credit.

Current Semester Record: Do passing work in at least 3.0 hours of academic credit during the current semester.

A weekly eligibility report is compiled by each teacher, due on Friday at 3:00 p.m., which indicates failing cumulative semester grades. If a student is not passing the required number of classes at this time, the student is ineligible for competition from Monday through Saturday of the next week. No make up work completed by the student after the report is filed will change the eligibility status for that week. However, the student can complete make up work, at the discretion of the teacher, that will apply to the following week's eligibility report.

If a student is absent from school all or part of the day or is unable to attend classes on the day of the activity or contest, normally a student is not eligible to participate in an activity or contest that evening. Specific coaches/sponsor's may have additional requirements.

Student Fund Raising Activities

Any fund raising activities by students for school activities must be approved by the Superintendent or designee.

Sweetwater County School District Number One
State of Wyoming
Board Policy IGDF

Lockers

School District lockers are made available by assignment to a student as a privilege for the school year. School District lockers are subject to inspection at any time without notice. Misuse of locker privileges includes: storage, use or maintenance of products, substances or items deemed by the administration to be inappropriate to the education, welfare, safety or morals of the student or other individuals. Misuse of locker privileges may result in disciplinary proceedings including, but not limited to, revocation of locker privileges and/or criminal prosecution.

Each student is responsible for the exterior and interior of his/her locker and should keep it neat, orderly, and clean. Students are discouraged from leaving articles of value or money in their lockers even if they feel their lockers are secure. Students should keep the combination to themselves. **The school is not responsible for**

September, 2009

August - September, 2009

[illegible]

- C. Upon receiving notification in August that the student has qualified for a parking permit, the student will need to:
1. Bring his/her valid driver's license, proof of insurance, and proof of registration to the high school activities director's secretary.
- D. There are approximately 250 parking spaces. Therefore, many students will need to car pool, ride the bus, or park in designated areas on the school side of James Drive. Special parking permits will only be issued when certain extenuating circumstances exist.
1. All vehicles parked in the school parking lot must be registered with the activities director's secretary. Vehicles not properly registered may be ticketed by the Rock Springs traffic control officer and/or towed away at the owner's expense.
 2. The parking permit is to be displayed by attaching it to the rear window on the driver's side. If students drive different vehicles to school, they should make sure to place the permit in the vehicle that they are driving that particular day.
 3. Parking privileges may be revoked because of school- related discipline problems.
 4. Vehicles are to be parked within the spaces marked on the parking lot. Vehicles found in violation of this rule may be ticketed by the Rock Springs traffic control officer.
 5. Students may also be ticketed for parking in designated faculty or visitor parking areas.
 6. For the security of all concerned, all vehicles should be locked.
 7. Students are not to loiter in the parking lot or sit in their cars at any time during the school day.

Violations of the above rules may result in the loss of the privilege of parking in the school parking lot and/or suspension or expulsion from school.

National Honor Society

Getting into the National Honor Society (NHS) is a very special privilege which a student must earn. This recognition by your high school teachers is the highest honor you can earn in high school. All

high school juniors or seniors with an accumulative grade point average of 3.20 or higher are evaluated.

Each student is evaluated on four qualities as defined by the National Honor Society. These qualities are SCHOLARSHIP, CHARACTER, LEADERSHIP, and SERVICE. The previously mentioned GPA 3.2 measure for scholarship is just that, a minimum. The higher your GPA, the better your chances are for selection as the competition is very keen. Your GPA is multiplied by ten, thus, a 3.2 becomes a score of thirty-two (32).

A student's character is evaluated via a random selection of seven of the student's present or former teachers. Teachers evaluate each student according to HONESTY, RESPONSIBILITY, COURTESY, SELF-CONTROL, RESPECT, COOPERATION, ATTITUDE, and SINCERITY. A maximum of five points can be assigned to each character descriptor with a total of forty (40) points possible just for character.

Leadership and service ratings are evaluated by counting the number of leadership and service positions the student has held in school activities for grades 9, 10, 11 and 12. These positions must be reported by the activity sponsor and recorded on the student's transcript before they can be counted. A maximum of four points is given for each position, (Example: "French Club 10, 11, and French Club Secretary" are noted on a student's transcript. The student is awarded four points for each year as a member of French Club plus four more points for being an officer for a total of twelve (12) points.)

A final score is determined by adding together all the total scores for each of the four NHS qualities. All students' scores are placed together from highest to lowest for ranking. The administration then establishes the lowest acceptable score on that ranking scale. All students with scores at or above that established score are presented to the RSHS faculty NHS committee for final scrutiny. Students who pass this final examination of the faculty committee are then considered candidates for admission into the Gros Ventre Chapter of the National Honor Society.

Reminder:

It is the student's responsibility to check his/her transcript or transcript addendum to verify that all activities participated in/ineligible for NHS consideration are posted.

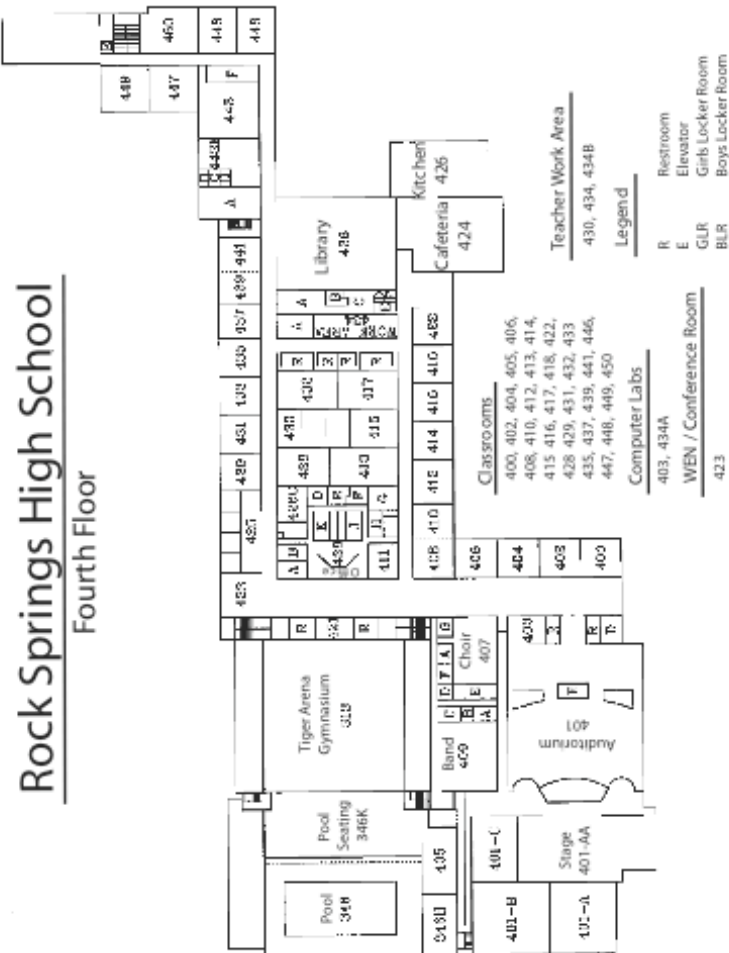
P.R.I.D.E.

People Relating In a Developmental Environment (P.R.I.D.E.) is intended to provide individualized, personal services to Rock Springs High School students who have difficulties in school.

Included within the program are optional services such as :

1. Peer tutoring: Rock Springs High School students are available to help other students with class work.

CALENDAR FOR 2009													
September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31
November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		
CALENDAR FOR 2010													
January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						
31													
March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	
May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	18
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												



- Support Group: Any student has the option to join a group specific to his/her needs.
A student who is interested in joining P.R.I.D.E, should see a counselor, teacher, or administrator.

Senior Lagoon Day

The senior Lagoon trip is for graduating Rock Springs High School seniors only. Student citizenship, attendance and/or behavior may disqualify a senior student from participation in the Senior Lagoon Trip. Students must also be on track for graduation and have either paid or made arrangements to pay all fines they may have incurred during their time in Sweetwater School District Number One.

Student Council

The purpose of student government is to provide students with experience in the democratic process. The student council operates within the framework of the Student Government Constitution which

was written and adopted by the Rock Springs High School Student Council.

Members of the student council are the president, vice president, secretary, treasurer, representatives, and senators from each class, as well as the executive board. Some of the student council's projects include: homecoming, assemblies, and dances.

Telephone

For the convenience of students, public telephones are located in the main hall of the high school. Students should use these public telephones for all personal calls. The telephones in the main office are to be used for school business and may be used by students only in the event of an emergency.

Rules for Rock Springs High School Theater

The audience is asked for their cooperation and respect for the Theater and for Patrons of the Theater by adhering to the following:

- Please keep your feet off the seats.
- No Food or drink is allowed in the theater.
- Remove hats and caps. (Ladies and Gentlemen)
- Cameras on tripods are only allowed at the back and in the center section of the theater. They are not allowed to be set-up in the seats. Please note: Cameras and cam corders may be restricted depending on the show.
- Wait for an appropriate break in the performance to enter or exit the theater.

6. Talking and fidgeting during a performance is disruptive for the performers as well as the audience.
7. Whistling and yelling is not an appropriate response at most performances.
8. Please silence all electronic timepieces, telephones, and beepers for the duration of the performance.

Video Cameras

Notice: Video and/or audio recording devices, including cameras and microphones, may be installed for security and surveillance purposes within Sweetwater County School District Number One.

TRANSPORTATION SERVICES

STUDENT CONDUCT ON SCHOOL BUSES

The privilege of students to ride a school bus is contingent upon their safe, respectful and responsible behavior and their adherence to established regulations.

The driver of a school bus shall be responsible for the safety of the students on the bus; both during the ride and while students are entering or leaving the vehicle. The bus driver will notify the transportation director and the principal of the school involved if any student persists in violating the established rules of conduct for the bus.

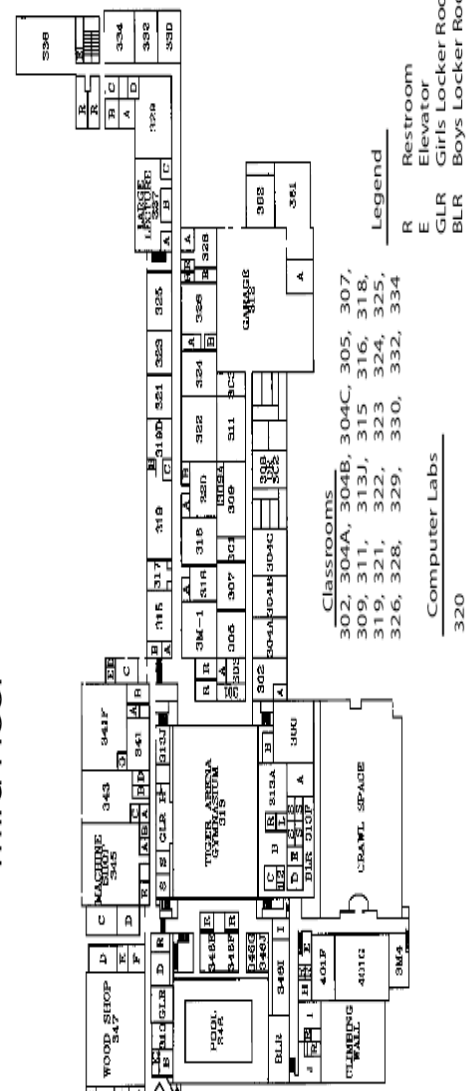
Due process shall be provided to a student and legal parents/guardians will be notified prior to the withholding from the student the privilege of riding the school bus.

Sweetwater county School District Number One
State of Wyoming
Board Policy JFCC

STUDENT CONDUCT ON BUSES

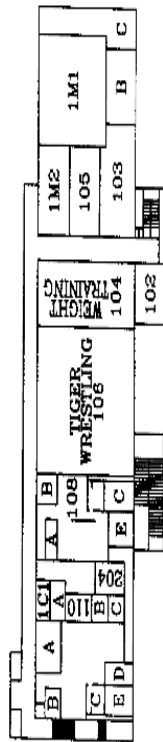
Sweetwater County School District Number One provides bus transportation as approved by the Board of Education. Rules must be observed by students for the safety of everyone. If rules are not observed, bus privileges may be taken away. Students will be instructed in the following rules of behavior:

Rock Springs High School Third Floor



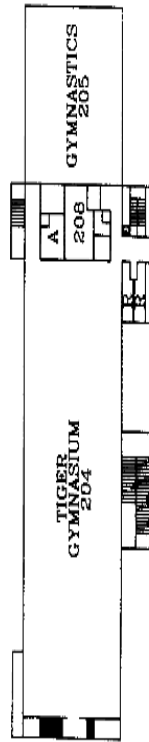
Rock Springs High School

First Floor



Rock Springs High School

Second Floor



Classrooms	102
Legend	R Restroom
	E Elevator

Students shall:

- remain in their seats, in a forward position, while the bus is in motion and should not extend any part of their body outside
- the seat compartment including window and aisle.
- converse in normal tones. Loud, vulgar, or obscene language is prohibited.
- not consume food, drinks, candy, or gum, unless authorized.
- not possess items which violate any district policy.
- keep hands and feet to yourself.
- not throw anything out of the bus windows.

Elementary schools will use a reteach disciplinary process consisting of three reteaches prior to the formal write up/discipline procedure. Depending on the severity of the misbehavior, disciplinary action may be used instead of the utilization of reteaches.

Students who refuse to promptly obey the directions of the driver/bus aide or refuse to obey established rules may forfeit the privilege to ride district transportation. A formal write up/discipline form and due process will be afforded to the student prior to any suspensions from district transportation. Misbehavior on the bus may result in the following actions:

- 1st offense-written parent notification and consequences at the administrator's discretion.
- 2nd offense- parent notification and up to 5 days suspension from district transportation or an alternative disciplinary action.
- 3rd offense- parent notification and/or meeting with administrator and up to 10 days suspension from district transportation or an alternative disciplinary action.
- 4th offense- parent notification and meeting with administrator, A MINIMUM OF 10 DAYS SUSPENSION AND/OR THE POSSIBILITY OF THE STUDENT BEING SUSPENDED from district transportation for the remainder of the school year or an alternative disciplinary action.

Depending on the severity of the misbehavior, any of the above consequences may be assigned to the student.

Upon request, students who are suspended from the bus will be afforded the right to a hearing before the Transportation Committee.

Revised 3/19/97, 2/9/09

Sweetwater County School District Number One
State of Wyoming
Board Policy JFCC-R

Bus Stop Procedure

The District may discipline students for violations of the Code of Student Conduct, Policy JFC, that occur during the loading and unloading of school vehicles at the designated bus stops or during trips to or from school on the bus. Any inappropriate behavior reported or witnessed by parents or students while walking to the bus stops or at other times should be reported to the appropriate law enforcement authorities, such as the Rock Springs Police Department or the Sweetwater County Sheriff's Department.

FOOD SERVICES

Lunch Program

The USDA prohibits discrimination in the administration of its program. To file a complaint, write to the Secretary of Agriculture, Washington, D.C. 20250

The Cafeteria is the private dining room of Sweetwater County School District Number One Food Service Program. Students that bring a sack lunch from home may use the cafeteria during the lunch period. All outside competitive foods and vendors are not permitted in the cafeteria. The student's initial lunch ID card and first replacement card will be provided at no charge. To purchase additional cards, there will be a required fee of \$2.00. Failure to bring lunch ID card could slightly impact amount of time students have to eat lunch (2-3 minutes).

When withdrawing your student from Sweetwater School District Number One, please sign a voucher to release the remaining balance for reimbursement.

SCHOOL FACILITIES

Floor Plan Diagrams

Rock Springs High School floor plans provided on the next three (3) pages.

at-risk. Early identification of risk factors helps indicate appropriate solutions which range from prevention to intense intervention for specific student needs.

In order to provide at-risk students with the opportunity to achieve district exit student standards, Sweetwater School District Number One offers comprehensive risk-focused programs and strategies.

All Sweetwater County School District Number One youth-at-risk programs shall have the following components:

1. Identification procedures that are based on behaviors and causal factors established by current research for the target population.
2. A continuum of school-based intervention strategies that include, but are not limited to: tutoring, remediation, education/prevention, early intervention, referral for services to agencies outside the district, placement in alternative educational / residential settings, or other intensive interventions appropriate to the youth's developmental level(s).
3. Approaches to developing intervention plans for the best education of the student which involves collaboration among the student, the parents/legal guardians, classroom teachers, counselors, other relevant district resource personnel, and/or appropriate agencies from outside the district.
4. Continuous methods of assessing student progress and evaluating the effectiveness of program services.
5. Continuous reporting of student progress to district level administration.
6. Staff development opportunities for staff to acquire the knowledge and skills required to work successfully with youth-at-risk.

Sweetwater County School District Number One
State of Wyoming
Board Policy J

Anonymous Tip Line

Students wishing to call may leave an anonymous message to the Rock Springs Police Department by calling 362-7566. This service is available 24 hours a day and is completely confidential.

Free and Reduced Price Food Services

The district shall take part as feasible in the National School Lunch and other food programs which may become available to assure that all children in the district receive proper nourishment.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child who a teacher believes is improperly nourished shall be denied a free lunch, or other food, simply because proper application has not been received from his parents or guardian.

The administration shall establish, and the Board shall approve, regulations and procedures which conform with state and federal (or other) requirements regarding participation in programs for free and reduced price meals and supplementary food.

Sweetwater County School District Number One
State of Wyoming
Board Policy EFB

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Applications for free or reduced lunches are available in the main office.

POWERLUNCH will be utilized as the management system for the student lunch program. Questions or concerns should be address to the Sweetwater County School District Number One Food Service Director.

Vending Machines and Competitive Sales

1. Vending machines, accessible to students, must be turned off from the start of school to the end of the last lunch period. It is recommended that these vending machines should not be located in school lunchrooms.
2. Commercial competitive food or drink vendors are not allowed to bring food or drinks directly to students in school. Special events should be arranged through the Food Service Program.
3. Competitive food and drinks shall not be sold to students on school grounds and school buildings between the start of the school day and the end of the last lunch period.

4. Revenue from all food and drink items sold in a school's food service area shall benefit the school lunch program if sold between the start of the school day and the end of the last lunch period.

Sweetwater County School District Number One
State of Wyoming
Board Policy EFC

MEDICAL AND HEALTH SERVICES

School Insurance

Supplementary accident insurance is available for coverage of students at a cost to the student's legal parent or guardian. For more information, please see the activities director's secretary. For coverage provisions and costs, please refer to the policy language. (District Policy JHA)

Students who participate in active sports programs must subscribe to the insurance program if their legal parent or guardian has no definite family policy that provides coverage for accidental injuries.

Rock Springs High School is in no way liable for any medical expenses incurred as a result of accident and/or injury while the student is attending or participating in any class or school-sponsored activity.

ADMINISTERING MEDICATION TO STUDENTS

It is the policy of Sweetwater County School District Number One, State of Wyoming ("the District") that all student's prescription medication be prescribed by a physician and authorized by a parent or legal guardian. Over the counter (OTC) medication may be administered only after being authorized in writing by the student's parent or legal guardian. As a service to students who have a need for medication management during school hours to facilitate school attendance or benefit from the educational program, medication may be administered to students by school nurses or other designated school personnel when authorized in writing by the student's physician and parent or legal guardian as required under this policy. The District retains the right of final determination of availability of these services and may discontinue these services at its discretion.

The District does not prescribe medication. The District assists students in taking prescribed or dispensed medications in accord with the physician's or parent's written instructions. This includes PRN

The protocol may be implemented by a Registered Nurse or designee in accordance with provisions of Wyo. Stat. § 33-21-154. The school nurse is responsible for orienting any other designated individuals to this protocol. If the orientation has not taken place, the school nurse is the only authorized individual to administer medication.

Adopted 04/15/91
Revised 03/19/97 04/15/02

Sweetwater County School District Number One
State of Wyoming
Board Policy JHCD-R

Use of Nurse's Room

A student who becomes ill or has a medical concern during the school day must report to the main office where a health room is available. If the student is in between classes, he/she should report directly to the office. If the student is in class, he/she must obtain a hall pass from the teacher to report to the main office. The school secretary and/or nurse will check the student into the nurse's room. Students are limited to one hour in the nurse's room unless an extension of time is approved by an administrator for extenuating circumstances. If possible, the legal parent or guardian and the school nurse will be notified. It will be the nurse's or administrator's assessment/decision as to whether the student returns to class, checks out and goes home, or remains in the nurse's room.

Accidents and Reporting Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to school personnel and the main office. School personnel must file a **Student Accident and Injury Report** with the office.

STUDENT PROTECTION

"Youth-At-Risk"

The Board of Sweetwater County School District Number One defines youth-at-risk as any child or youth in grades K-12 who is at great risk of not becoming economically or socially self-sufficient as a citizen due to a set of causal behaviors and/or dynamics such as community or family environmental factors, low economic status, or school-related factors. These factors may lead to school failure, substance abuse, violence, gang membership, suicide, or other negative life choices. At-risk behaviors range from low at-risk to high

**Protocol for Administration of
Non-Prescription Medication
(Seven through Twelve)**

Rationale

In an effort to enhance student learning, school nurses strive to increase student attendance and reduce early dismissals by alleviating minor health complaints that interfere with student performance. The school nurse or other designated school personnel may implement the appropriate response to a student's health needs, as in administration of medication from an approved list of discretionary medications.

Procedure

At the beginning of each school year, the school nurse will distribute parent permission forms (Authorization for Administration of Non-Prescription Medication) for approved discretionary medications to all students. Parents will indicate which medication they would want to have available to their child and return the Authorization to the school nurse. A new Authorization for Administration of Non-Prescription Medication consent form is required each year.

When a student presents with a health problem and the nurse determines that medication is indicated, only those medications included in the protocol may be given. Parental permission must be on file. In the absence of written parent permission, the school nurse may obtain a one-time verbal parental consent. An authorization form will be sent home for completion. Nurses may not make medication substitutions. The nurse will document all administration of discretionary medication on a Student Health Room Visit Report. At the discretion of the school nurse, the parent/legal guardian will be notified that an approved discretionary medication has been administered to a student using the Health Room Visit - Parent/Legal Guardian Report form or verbally by telephone.

The school nurse will maintain a report of all approved discretionary medications dispensed. Annual totals will be submitted for inventory purposes.

Approved discretionary medications are intended for occasional use only. Students with chronic health problems requiring frequent use of the discretionary medications must submit a written physician order and provide their own medication supply, consistent with the policy for other physician-ordered medications.

Students of legal age, 18 years of age and older, may sign their own consent for administration of discretionary medications.

(pro re nata – as the situation demands) medications given as needed. In an effort to enhance student learning, increase student attendance, and reduce early dismissals, over the counter (OTC) medication may be administered to alleviate minor health complaints in grades seven through twelve (7-12). The District may administer over the counter (OTC) products (Acetaminophen for fever; Ibuprofen for minor headaches, abdominal cramps, and pain; Tums for upset stomach; cough drops for colds and sore throat; Hydrocortisone cream for rash or itching only after being authorized in writing by the student's parent or legal guardian as required under this policy.

Medication may be administered to students by school nurses or other designated school personnel under the following conditions:

1. An Authorization for Administration of Medication, designation of friends, pursuant to the Wyoming Nursing Practice Act, and release of liability shall be completed by the parent with legal custody or by the court-appointed guardian of a student.
2. The Authorization for Administration of Medication shall be additionally signed by the student's physician when prescription medication is prescribed or dispensed.
3. For long-term medication therapy, the Authorization for Administration of Medication shall be reviewed and signed at least annually.
4. It is the responsibility of the parent or guardian to notify school nurses or other designated school personnel of any change in medication or dosage and provide written instructions from the prescribing physician for prescription medication regarding how medication is to be administered.
5. Information on medications administered under this policy, including side effects, shall be maintained with the Authorization for Administration of Medication.
6. Prescribed medications shall be delivered to school nurses or other designated school personnel in the properly labeled pharmaceutical container within which it was originally prescribed. No medication will be administered unless it is delivered in its original pharmaceutical container.
7. Temporary administration of newly prescribed medication may be verbally authorized by the physician directly to the school nurse. Documentation of the physician's order will be dated

and signed by the school nurse. The parent or guardian shall promptly obtain an Authorization for Administration of Medication to continue the administration of the medication.

8. For each student, a record will be maintained recording the medication administered, dosage, date and time of administration, and the name of the person administering the medication. Neither the District nor its school nurse or other designated school personnel shall be responsible for medications that are self-administered by a student or administered by a parent.
9. Whenever possible, medications should be administered by the parent or guardian outside of school hours. If medication must be administered during school hours, it shall be stored in an area designated and secured by the District. Prescribed inhalers are maintained with other medications unless the physician and parent or guardian have authorized the student to carry the inhaler for self-administration.
10. Medication of a non-oral nature will be administered by a school nurse or the approved, appropriately instructed designee.
11. Emergency medications, Epi-pen, Glucagon, and like or similar medications, will be administered according to District protocols.
12. Only oral medication may be administered by school personnel designated as friends by the parent or guardian.
13. A student who takes medication and participates in a school-sponsored activity, including field trips, must notify the sponsor, coach, or chaperone of the activity that the student requires medication. Notification may also be given by the student's parent or legal guardian. The student, parent, or legal guardian must provide any necessary medication to be administered during the activity. A properly executed Authorization for Administration of Medication must also be provided.
14. The District, upon a student's transfer to another school in the District, shall provide the Authorization for Administration of Medication and other cumulative health folder information to the school to which the student transferred. Records of medication administration shall be maintained at each school.

15. Incoming students transferring from another school district will be required to obtain a current Authorization for Administration of Medication from their physician within thirty days of enrollment in a District school. Temporary authorization shall be granted upon receipt of a properly executed authorization from the former school district.

Medication may be administered only upon proper authorization which includes the following information:

1. Name and Grade of Student;
2. Condition for which Medication is prescribed or dispensed;
3. Name of Medication;
4. Dosage of Medication;
5. Time(s) to be administered;
6. Proper storage or security information;
7. Specific precautions and actions to be taken;
8. Physician's signature and date authorized, if necessary;
9. Parent or guardian's signature and date authorized; and,
10. Parent or guardian's contact information.

Legal References Rehabilitation Act of 1973, Section 504
 Individuals with Disabilities Education Act
 Wyo. Stat. § 33-21-120 Wyoming Nursing Practices Act
 Wyo. Stat. § 33-21-154

Adopted: 10/22/73

Revised: 04/28/97 04/1502 12/08/08

Sweetwater County School District Number One
State of Wyoming
Board Policy JHCD