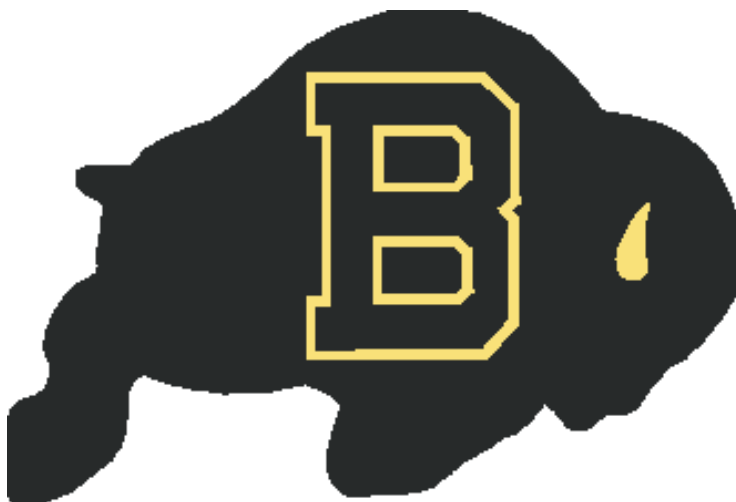


# Buffalo High School Student Handbook 2023-2024



“Buffalo High School is dedicated to developing the entire person through creating opportunities for excellence in learning, character, and community.”

Welcome to Buffalo High School! We are excited for the year ahead and we look forward to getting to know our students and working with each of them to facilitate the achievement of their goals. Our staff cares about students and is determined to help each student make the best of his/her high school experience. Buffalo High School is a truly special place where opportunity for success abounds for all students.

Have a great year!

29891 Old Highway 87  
Buffalo, WY 82834  
(307)684-2269

<http://www.jcsd1.us/schools/buffalo-high-school/>

## Buffalo High School Office Contact Information

(307)684-2269 / Fax (307)684-9481

<u>Position:</u>	<u>Name:</u>	<u>Ext.</u>
Principal	Gib Ostheimer	5010
Activities Director	Ryan Mader	5061
Registrar/Attendance Secretary	Becca Redden	5011
Administrative Assistant	Elly Jawors	5012
Counselor	Michelle Dahlberg	5050
Counselor	Kassahn Mathson	5018
Dean of Students	Chris Cox	

## Buffalo High School Bell Schedule

Monday-Thursday	Friday
Period 1: 8:00-8:45	P1: 8:00-8:36
Advisory/Period 2: 8:49 -9:54	P2: 8:40-9:11
Period 3: 9:58-10:43	P3: 9:15-9:46
Period 4: 10:47-11:32	P4: 9:50-10:21
LUNCH: 11:32-12:08	P5: 10:25-10:56
Period 5: 12:12-12:57	LUNCH: 10:56-11:42
Period 6: 1:01-1:46	P6: 11:44-12:15
Period 7: 1:50-2:35	P7: 12:19-12:50
Period 8: 2:39-3:25	P8: 12:54-1:25

## Calendar for School Year 2023-2024

[illegible]

**Enrollment**

Buffalo High School is available to Johnson County residents of high school age (up to age 21). Students not living in our district will be asked to complete an enrollment application. For all students who wish to enroll at BHS a records request must be sent to the previous school attended. After week four of a semester has started, transfer grades will be required to enroll in BHS.

**Grade Level Determination**

Students who have been in Wyoming schools since entering high school will be classified by their cohort group, as determined by the state of Wyoming.

Students transferring to BHS from out of state will be classified according to their earned credits. To ensure students are on track for graduation with their designated cohort group, we expect the following:

10th grade - at least 7 credits

11th grade - at least 14 credits

12th grade - at least 21 credits

**Attendance**

**Philosophy:** Buffalo High School recognizes the importance of regular attendance and believes the development of positive attendance habits are essential to attain maximum benefit from the educational process. Buffalo High School adheres to the District Attendance Policy (File JH & JH-R) when addressing attendance issues.

**Purpose:** The purpose of these expectations is to define the minimum attendance requirements necessary to satisfactorily complete and earn credit in classes at Buffalo High School.

**Policy:** At Buffalo High School, students are required to have no more than 10 absences in any class per semester. If a student exceeds 10 absences (excluding principal excused or school related absences) in any class, he/she will need to go before an attendance review committee to determine academic standing for the class.

**Absence Codes:**

**P- Principal Excused:** Any absence that has been approved/pre approved by the principal. Some examples include:

Illness verified by the school nurse (instances when she has sent the student home).

Court

Religious Observance

Extended absences that have obtained prior administrative approval

**D- Doctor's Note Excused:** Medical that is verified with a doctor's note.

**S-School Activity:** This includes absences required for participation in any/all BHS athletics, activities, or clubs/organizations. Absences for club participation outside of BHS (Rodeo, Hockey, Baseball, etc.) and other activities may be approved and coded under this category if students are meeting academic eligibility requirements and pre-arranged the absence.

**Principal Excused and School Activity absences do not count towards the 10 day policy.**

**U – Unexcused:** An unexcused absence is an absence that the Parent/Guardian has not acknowledged or did not approve, or is not approved by BHS. ("Unexcused absence" means the absence, as defined in the policies of the local board of trustees, of any child required by this article to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such child). Accumulating 5 or more unexcused absences will result in the student being identified as habitually truant.

As required by Wyoming Statute, students that are identified as habitually truant will have their case referred to the County Attorney's office. Sanctions implemented for students that are identified as habitually truant may include, but are not limited to: home welfare checks, Child In Need of Supervision (CHINS) petitions, directed counseling, or additional school interventions.

**V-Parent Excused Absence:** These are absences for which the Parent/Guardian has contacted the school to acknowledge his/her awareness and approval of the absence, and the reason for the absence is approved by BHS.

*Note: Even though these absences are cleared by the parent and school, they still count towards the 10 day policy*

**Clearing an Absence:** We ask that parents do their best to excuse an absence (with the attendance secretary) via written note, fax, or phone call by 10am on the morning of the absence. Failure to excuse (communicate the reason for) an absence within 48 hours will result in the absence being recorded as unexcused.

**Appointments within the school day:** The student's parent/guardian will need to pre-approve when a student needs to leave and return during the school day by contacting the attendance secretary. After the student returns to school, they will be granted an admit slip to return to class. Valid reasons for a student to be excused during the school day include medical/dental appointments, counseling, court, etc. Appointments for hair/nails, shopping, and other appointments that can be scheduled outside the school day will not be excused by the school.

**Unexcused and Parent Excused absences do count towards the 10 day policy.**

### **Make-up Work**

Students are responsible for all work missed while absent. It is their responsibility to communicate with their teachers and arrange for work to be completed. Work missed due to an unexcused absence cannot be made up.

Students with school sponsored ACTIVITY TRAVEL absences must complete a school activity pre-excusal form (located in the main office) and have each of their teachers sign off-prior to the date of departure. Absences from school for activity travel does not excuse students from meeting assignment deadlines.

### **Tardiness/Truancy**

A student arriving to class after the bell and within 10 minutes of the start of class is viewed as tardy. Arrival to class after 10 minutes will be considered a truancy.

In cases of excessive tardiness/truancy, it is important for BHS students to know:

- Students who accrue three (3) or more unexcused tardies/truancies in any period will have the following consequences:
  - If a student accumulates excessive tardies/truancies, he/she will be assigned lunch detention for each tardy or truancy after the 3rd.
  - Continued tardiness/truancy will result in additional sanctions that may include, but are not limited to; ISS, referral to the County Attorney's offices, student welfare checks, social probation, intervention meeting.
  - It should be noted that someone is considered habitually truant after 5 unexcused absences pursuant to Wyoming Statute 21-4-101.
- Valid excused tardies will require a doctor's note, i.e. dentist, physician, etc.
- Tardies as a result of sleeping in, haircuts, bank visits, late lunch orders, or errands are considered unexcused - even with parental consent.
- Any tardy that exceeds 10 minutes will be considered a truancy.

### **Notification of Poor Attendance**

Students and parents/guardians will be notified of attendance deficiencies. Parents/guardians will receive a phone call after the 5th absence in any class. After the 7th absence, parents/guardians will be sent a letter in the mail to address the issues contributing to the absences and the potential consequences of continued absences. After a student's 10th absence, the student may lose credit in that class and may go before an attendance review committee to determine academic standing for the class.

If a student has developed a pattern of habitual absence that may be due to chronic illness not verified by a medical professional, the principal may request the school nurse to evaluate the student's physical condition. If the nurse finds no bona fide medical illness, the principal may ask that the student be given a complete medical evaluation by a private doctor or by a clinic and a copy of the report be sent to the school. If the problem continues, the school counselor will be requested to review the situation. The principal may also require a medical excuse for each day of absence unless the school nurse requests that the student remain at home.

### School Closures

If for some reason during the year we need to close schools, the local radio stations will be notified. Students can listen for public service announcements on KBBS 1450-AM or KLGT 93-FM. The Parent Broadcast System and Social Media will be used to inform school closing and other student information. NOTE: If school is closed, all school activities will also be canceled.

## Academics

### Grading Scale

Percent	Grade
90-100	A
80- 89	B
70- 79	C
60- 69	D
0- 59	F

### Grade Weighting

Grade	Point Value for a 4.0 Scale	Point Value for a 5.0 Scale
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

### Hathaway/Weighted GPA

The Hathaway GPA will be calculated using the 5.0 scale for all Hathaway-approved Advanced Placement, International Baccalaureate, and +1000 level and above dual/concurrent courses and the 4.0 scale for all other courses. **This GPA will be used to determine Hathaway Scholarship Awards and eligibility. This weighted GPA will also be used to determine Class Rank and Academic Honors for Buffalo High School students.**

### Graduation Requirements

To graduate from Buffalo High School, a student must meet the following requirements:

- Earn 28 credits in grades 9 - 12
- Be proficient in the principles of the Wyoming Constitution as demonstrated by passing the American Government Class or an equivalent transfer course
- Meet the following credit requirements:

English	4 credits
Social Studies	3 credits
Science	3 credits
Mathematics	3 credits
Physical Education	2 credits

Elective Classes

13 credits

Minimum requirements for graduation = 28 credits.

### **Semester System**

All student grades are stored, calculated, and communicated via Powerschool. Student work accumulates over the semester and is reported as a final grade at the semester end; students receive final grades for Semester 1 and Semester 2.

### **Parent-Teacher Conferences**

School-wide Parent-Teacher Conferences will be held once per semester. **Individual conferences can be requested at any time by parents, students or staff.** It is recommended that parents and students regularly check Power School, the student information system used by the District, to track progress and grades. All students and parents will receive usernames and passwords for Power School. Questions concerning the use of Power School may be answered by the Counselors' Office.

### **Dual/Concurrent/AP Credit**

**Dual Enrollment:** BHS students have the opportunity to gain college credit by taking courses from Sheridan College. Dual enrollment is available to juniors and seniors. Dual Enrollment is defined as college classes, taught by Sheridan College instructors, which will be recorded on the college and high school transcripts. Documentation will need to be provided to the counseling office to show proof of college class enrollment for dual enrollment classes. Sheridan College administration has agreed to pay the tuition for up to 12 credit hours for a "C" or better grade, if the student is currently enrolled at Buffalo High School. A final grade report must be submitted to the BHS Counseling Office to include the grade on the high school transcript.

**Concurrent Enrollment:** Buffalo High School students have an opportunity to earn college credit and continue coursework on the Buffalo High School campus. See the BHS course description book for concurrent enrollment options.

**AP:** Advanced Placement classes have a nationally normed curriculum and end with an exam. Anyone at BHS can take AP classes. All students taking an AP course will be required to take the exam. Exam fees will be the responsibility of the student unless financial need is established via free and reduced lunch application/status. If a student gets a high enough score on the AP exam, he or she may get college credit for the course from most colleges across the nation. See the BHS course description book for AP enrollment options.

**Correspondence/Summer Courses:** Buffalo High School students that take courses at colleges or other institutions will be required to submit an official transcript and course syllabus for determination of credit approval. BHS counselors and administration will determine credit approval and a grade of C or better is required. These situations will be considered on a course by course and student by student basis. Pre approval of coursework is recommended. These courses cannot be a substitute for a course offered at BHS.

### **Other Opportunities**

Courses available by application to juniors and seniors include teacher/office aide, community apprenticeship, dual/accredited online courses, and on-the-job training. These classes require students to complete an application that can be picked up from the counseling office.

Note: Students approved for a teacher/office aide will receive  $\frac{1}{4}$  of a credit per semester. A Release period is available by application to seniors who have no credit deficits. Seniors may sign up for one release period; either 1st or 8th hour and must have parental consent.

**Early Graduation** is an option for Buffalo High School students who will meet all graduation requirements at the end of semester 1 of their 4th high school year. Students must submit a statement of intent for early graduation to the building principal by **September 15th** of their 4th high school year. By November 1st students will submit their application letter and transcript with counselor verification to the building principal for presentation to the superintendent and the JCSD #1 Board for approval.

### **Graduation Honors**

**Valedictorian/Salutatorian Selection:** Johnson County School District #1 Board of Trustees have determined that only one student will be selected for Valedictorian and only one student will be selected for Salutatorian (District Policy, File JI & JI-R). The Valedictorian will be designated as the qualifying student who finished their academic career at BHS, achieving the highest Hathaway Weighted cumulative grade point average (GPA) within their class. The Salutatorian will be designated as the qualifying student who finishes their academic career achieving the second highest cumulative GPA within their class. In the event of a tie, BHS and the Board will honor both/multiple students qualifying for these honors. Eligibility for these honors is, as follows:

1. The student must be enrolled at Buffalo High School as a full time student.
2. The student must complete their last four (4) consecutive semesters of study at Buffalo High School.
3. The student must complete a minimum of 32 credit hours of total study within their high school academic career. If students earn more than 32 credits by taking "zero hour" courses, the GPA calculation will be adjusted so as not to penalize or give unfair advantage to students for having more than 32 credits.

### **Academic Recognition Commencement Proceedings:**

Graduating Seniors will be recognized with the following academic achievement designations:

**Valedictorian:** The student with the highest BHS Hathaway Weighted cumulative GPA. This student will receive a medal indicating the Valedictorian honor.

**Salutatorian:** The student with the second highest cumulative GPA. This student will receive a medal indicating the Salutatorian honor.

**Magna Cum Laude:** Students graduating with a 3.5 GPA or higher. These students will receive an honor cord designating their achievement

**Summa Cum Laude:** Students graduating with a 4.0 GPA or higher. These students will receive an honor cord, as well as a "Honors" sash.

**Senior Class President:** The Class President will deliver the opening welcome message and will also introduce the commencement speaker. The class president is the elected president of the senior class.

**Senior Class Orator:** If the Valedictorian or Salutatorian declines the honor of speaking, members of the Summa Cum Laude will select a Senior Class orator from the students who earned the Summa Cum Laude distinction to deliver the speech.

## **Resources**

**Counseling Services:** Secondary counseling services include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing programs, career exploration, and postgraduate planning.

**After Hour Study Tables:** Teachers will be encouraged to offer study and support sessions for students outside of school hours. These sessions will be held at crucial times during the semester and at the discretion of the teacher based on student needs.

**Advisory:** Is a shortened class period occurring on 4 period block days, Tuesday and Wednesday. The purpose of Advisory is to: Grow students socially, emotionally, and academically.

**Library-Media Center Services:** The Buffalo High School Library-Media Center serves the students in the following ways: Research, Information Retrieval, Study Center, Leisure Reading, Production center (computers, laminator, audio-visual equipment).

### **Simple House Rules:**

- Bring a pass with you and sign-in unless you come with a teacher.
- Take a pass back to class if you leave early.
- Respect other library users by studying and visiting quietly.
- Respect library property.
- No food or drink.
- Check out materials before you remove them from the library.
- Rule infractions are dealt with on an individual basis depending on the severity.

**The librarians reserve the right to rescind library privileges, if necessary.**

**Wyoming Hathaway Scholarship:** The State of Wyoming provides Hathaway Merit and needs-based scholarships to Wyoming students attending the University of Wyoming and Wyoming Community Colleges. Every student who meets the requirements can earn a Hathaway Merit Scholarship. Contact your school counselor for more information on the Hathaway Scholarship and a host of other scholarship opportunities.

## **Conduct/Behavior/Expectations**

### **Lockers/Searches**

School lockers are school property that students are allowed to use. Occasionally, school officials have the need to enter a student locker and reserve the right to do so. When there is reasonable suspicion that contraband, illegal and/or prohibited items are on a student's person, the principal and/or assistant or designee may authorize a search of the student's outer clothing, bag, purse, jacket, etc. for the purpose of removing such items. The school may conduct unannounced drug dog searches throughout the year.

**Locks for lockers are available by request.** Students are not allowed to bring their own locks. All locks must be school issued. It is the responsibility of the student to request a lock from the office.

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. (Board Policy JFG & JFG-R)

### **Alcohol and Drugs**

No student shall use, possess, distribute, or be under the influence of any alcohol or controlled substances on school property, in connection with any school activity, or while participating in any school activity. This will include any illegal drug paraphernalia. Violation of this provision must be reported to the proper law enforcement agency and is cause for suspension or expulsion from school.

- 1st Office Referral:** Parent/s or Legal Guardian Conference;  
Police Contact  
3 days OSS  
Referral to substance abuse program
- 2nd Office Referral:** Parent/s or Legal Guardian Conference;  
Police Contact  
5 days OSS  
Completion of substance abuse program
- 3rd office Referral:** Handled on a case by case basis with the involvement of the District Attorney

Counseling services will be offered to all students who violate this expectation.

### **Vapor Pens, Juuls, Tobacco & Nicotine Related Products**

In accordance with school board policy and State law, there will be no possession or use of vapor pens, Juuls, tobacco, or nicotine related products on school property during the school day or during any school activity. Violation of this expectation will result in confiscation of the vapor pen, Juul, tobacco or nicotine related product and will be referred to the police department.

- 1st Office Referral:** Parent/s or Legal Guardian Conference;  
Police Contact  
1 day of ISS
- 2nd Office Referral:** Parent/s or Legal Guardian Conference;  
Police Contact  
3 days of ISS
- 3rd + Office Referral:** Parent/s or Legal Guardian Conference;  
Police Contact  
5 days of ISS/Successful completion of an approved tobacco cessation program

Counseling services will be offered to all students who violate this expectation.

### **Weapons**

Possession or use of a weapon on District property or in association with any District related or school sponsored event is strictly prohibited. A student found possessing or using a weapon on District property at any time including any school-sponsored activity may be subject to disciplinary (suspension or expulsion) and/or legal action. Administration will confiscate any article identified as a weapon. (Please see JCSD Board Policy JFCJ for examples of weapons)

<https://docs.google.com/document/d/1L3IQJUIjCLU60xMZmLTWQ2AF3lcX5aeKAI6uhLBo9Rk/edit?usp=sharing>

### **Harassment, Intimidation, and Bullying**

1. Harming a student/staff member physically or emotionally, damaging a student's/staff member's property or placing a student/staff member in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student/staff member or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Persistent or pervasive behaviors that create an intimidating, threatening or abusive educational environment for a student/staff member or group of students.

If it has been determined by the building administration that harassment, intimidation or bullying has taken place the parent/s or legal guardian of the student will be contacted. The Principal and/or Dean of Students will determine further disciplinary actions (Including but not limited to: Restitution, Loss of school privileges, Out-of-School Suspension, Calling the police, Social Probation, and/or Expulsion). See district policy JICFA. <https://docs.google.com/document/d/18SoHCjcZntk4pCgQhRwtzfOJPmXuNAeQXAZwVFalsOc/edit?usp=sharing>

Counseling services will be offered to all students who violate this expectation.

### **Sexual Harassment**

Sexual harassment will not be tolerated at Buffalo High School. This behavior may be considered grounds for suspension. Sexual harassment is treating someone differently because she is female or because he is male. The person who harasses has (1) power over the victim and (2) repeatedly threatens, pressures, or pays unwanted attention to the victim.

**Physical Sexual Harassment Examples:** Deliberate touching, squeezing, or pinching; unnecessary brushing against a person's body; forcing someone to have sex.

**Verbal Sexual Harassment Examples:** Sexual jokes or statements that have nothing to do with a class or school activity; Demeaning comments about a female's menstrual period or her physical attributes; Pressure for dates; Repeated flirting; Verbal abuse about sex; unwanted comments about someone's body; unwelcome insults, whistles, suggestive comments, jokes, notes, or pictures.

In all cases of sexual harassment, district policy will be followed. The parent(s) or legal guardian of the student will be contacted and the student will conference with the Principal and/or the Dean of Students who will then determine further disciplinary action (Including but not limited to: Detention; Social Probation; Loss of school privileges; Out-of-School Suspension; Expulsion; Calling the police).

Counseling services will be offered to all students who violate this expectation.

### **Hazing**

Buffalo High School holds to a zero tolerance of hazing of a student or group of students. Hazing or initiations are not acceptable behaviors. Hazing, by definition, is "Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate." It is of the utmost importance for all groups, teams, or students that there be absolutely no hazing or so-called initiation rites. Hazing obstructs the development of good citizens, escalates the risks of participation, negates positive contributions, and destroys respect for self, others, and the environment. Consequences for hazing will be severe and could include full season suspension from sport/activity.

Counseling services will be offered to all students who violate this expectation.

### **Physical Contact/Fighting/Assault**

Intentionally causing or attempting to cause physical injury to another person. The parent/s or legal guardian of the student will be contacted. The Principal and/or the Dean of Students will determine further disciplinary actions (Including but not limited to: Restitution, Loss of school privileges, Out-of-School Suspension, School Service, Calling the police, Social Probation and/or Expulsion).

Counseling services will be offered to all students who violate this expectation.

### **Insubordination**

Insubordination includes but is not limited to repeatedly and intentionally defying the valid authority of supervisors, teachers, administrators, or other school personnel. The parent/s or legal guardian of the student will be contacted. The Principal and/or the Dean of Students will determine further disciplinary actions (Including but not limited to: 1 to 4 weeks of loss of school privileges, School Service, Social Probation and Out-of-School Suspension).

Counseling services will be offered to all students who violate this expectation.

### **Vandalism**

Intentionally causing or attempting to cause damage to school/private property, stealing or attempting to steal school/private property. The parent(s) or legal guardian of the student will be notified. Restitution and/or school service will be expected. The Principal and/or the Dean of Students will determine what further disciplinary action is necessary (Restoration, Loss of School Privileges, Out-of-School Suspension, Calling the Police, and/or Expulsion).

Counseling services will be offered to all students who violate this expectation.

### **Academic Misconduct**

Academic misconduct is any type of cheating that occurs in relation to any formal academic exercise. If a case of academic misconduct occurs, the instructor will notify the principal, dean and-parent/s or legal guardian, and the student. For the first offense, a student will repeat the exam or re-do the assignment and can earn 50% of their earned score. A second offense may result in a failing grade for the semester and an alternative plan for learning. Referral of action will be provided to the Activities Director for further actions.

Counseling services will be offered to all students who violate this expectation.

### **Profanity and/or Inappropriate Language (Verbal and/or Written)**

The parent/s or legal guardian of the student will be contacted when necessary. The Principal and/or the Dean of Students will conference with the student to determine further disciplinary actions (Including but not limited to: Detention; Social Probation; In-School Suspension; School Service; Expulsion, Law Enforcement Involvement).

### **Public Display of Affection**

**Appropriate hall behavior:** Holding hands - Arm around friend - A brief hug

**Inappropriate behavior in school or on school grounds:** intimate touching, fondling, or other sexually passionate gestures.

Consequences:    1st offense: Warning by staff.  
                          2nd offense: Parent contacted.  
                          3rd offense: Conference with principal.

## **Dress Code**

All students must dress in an appropriate and non-offensive fashion. This would include; clothing that promotes or depicts any controlled substance, alcoholic beverage or tobacco/nicotine product or its use is not appropriate. Clothing that depicts pornographic, sexually explicit, or obscene images or inappropriate/offensive language is also prohibited. Clothing should cover private body parts, midriffs, and excessive cleavage. Excessively short shorts, skirts, or dresses will not be permitted. Inappropriate straps, tank tops, and holes in shorts or jeans will be addressed by staff on an individual basis. Clothing resembling bedroom attire will not be accepted. Shoes must be worn at all times. Hats, beanies, bandanas and other head coverings are not to be worn in the building. Hats may be worn in the shop with teacher approval only. Students with inappropriate clothing will be asked to call someone to bring suitable clothes. If this is not possible, appropriate clothing will be provided to the student.

## **BHS Dress Code Guidelines**

### **Leaving the School Grounds**

Buffalo High School has an open campus during lunch, with the exception of first semester freshmen. Students should remember that open campus is a privilege that can be revoked.

In order for a student to leave the school during the school day, he/she must have written or verbal permission from a parent presented to office staff **prior to leaving the building**. When students return they must check back in at the office. Failure to conform to these rules may be regarded as unexcused or truant.

### **Lunch**

All Freshmen are required to remain on campus during the lunch period for the entirety of the first semester. During lunch students may be in the commons and/or the common area between the main building and the woodshop. Students may only be in other parts of the building if they have a pass to work with a teacher. Freshmen will be afforded the privilege of open campus for the second semester unless required to work with teachers regarding academics.

### **Chromebooks**

All students will be issued a chromebook. The 1:1 Initiative Handbook can be found here: [Technology Handbook](#)

### **Personal Devices/Cell Phones**

The use of personal devices is not permitted in classrooms at Buffalo High School without the express permission of classroom teachers for educational purposes. No cell phones or earbuds are to be used in the classroom. If devices are brought into the classroom, teachers will provide a designated location for such devices. Cell phone/earbud use is permitted before/after school, at lunch and during passing periods.

**1<sup>st</sup> Offense:** Device can be picked up in the office by the student at the end of the school day.

**2<sup>nd</sup> Offense:** Parent/guardian must retrieve the device from the school.

**3<sup>rd</sup> Offense:** Parent/guardian must retrieve the device from the school. Students will be assigned 5 days lunch detention. If the student's personal device continues to interfere with student learning they will be required to check their device in the office when they arrive at school.

### **Hall Passes**

Students are expected to come prepared to class and use the bathroom during breaks. Hall passes will be granted on a limited basis. Students should not be in the hall without a pass.

### **Use of Backpacks**

Student backpacks/book bags, etc. are to be stored in student lockers and are not to be carried into classrooms.

### **Late Work**

Each department will develop procedures to deal with late work. Those procedures will be communicated to students at the beginning of the semester, and will also be articulated in the course syllabus.

### **Semester Assessments**

Semester assessments are a practice of Buffalo High School. If a student is absent without pre-authorization or a documented medical reason for a scheduled semester assessment, credit for the class will not be given until the test is taken. If a student is tardy for the semester exam, the student will be assigned to come in during the make-up test time to complete the test. Penalties for missed semester assessments are at the discretion of the classroom teacher and will be communicated in advance.

### **Bus Regulations**

Behavior expectations on school buses are the same as expectations in the classroom. Further bus expectations will be provided to bus students by the transportation department. Students not following regulations could be suspended from riding the bus for a period of time.

### **Fire Drills & Security Drills**

Fire drills and security drills will be held monthly. Procedures for all emergencies will be practiced periodically throughout the school year. Please be sure to take all drills seriously, and remember that we practice such exercises to ensure that we are always prepared.

### **Visitors**

Student visitors are not allowed during the regular school day, but may attend school with prior approval by the principal.

### **Etiquette for Concerts and Plays**

- Persons arriving late to a performance should wait to make their entrance until a break in the program between acts or musical numbers.
- Talking or making distracting noises of any kind during a performance is not acceptable behavior.
- All persons (adults and children) should remain seated and quiet during concerts and plays. They should not leave their seats or exit the auditorium until there is a break in the program.
- The only appropriate response from the audience at a concert or play is to demonstrate their appreciation of the performance.

### **Student Behavior at Athletic Events - sportsmanship at all times**

- Show respect for all opponents by treating them as guests.

- Show respect for the officials.
- Understand and appreciate the rules of the contest.
- Maintain self control at all times.
- Applaud opponents' performances.
- Cheer for your team.
- When you see a good sport in action, follow their lead and thank them.

Consequences for improper etiquette or unsportsmanlike conduct could include the loss of extracurricular privileges.

## **Consequences**

### **Detention**

Detention will be held Monday through Friday during lunch in room 247.

- Students may bring their own lunch from home or eat school lunch.
- Students are to go directly to detention (within 4 minutes of the bell) and have homework to work on.
- Personal electronic devices, hats, snacks, or other distractions will not be allowed during detention.

### **In-School Suspension**

The student and teacher will be notified as soon as possible when In-School Suspension (ISS) is assigned. Students will spend their suspension in a designated area and teachers will be asked to provide learning activities for student completion. Personal electronic devices are not allowed in the ISS room.

### **Social Probation**

Unless directly involved in the activity as a participant, the student will not be allowed to attend games, dances, plays, or anything outside the school day.

### **School Service**

School service consists of work that benefits the school. Students will be assigned school service when behaviors do not warrant isolation from peers. School service time will be completed outside of the regular school day or during lunch.

**Restorative Practice** If a student is removed from a classroom for insubordinate behavior, that student will be required to work on restoring the relationship with the classroom teacher, before re-entry to the classroom will be permitted. The student will meet with one of the counselors and put together a plan that will allow for conversation between the student and the teacher, prior to the next class period. The counselor may participate in the conversation between the student and teacher, if it is something that the student feels would be beneficial.

Relationship restoration will be done in addition to any disciplinary action that may be taken by the Principal or Dean of Students.

### **Suspension-Expulsion**

**Suspension:** A student may be suspended for a period not to exceed 10 school days. In every case of suspension, verbal notice shall be given immediately if possible and in addition, written notice stating the reason for suspension shall be given within 24 hours to the parents, guardian, or custodian of the

child affected. Students will receive full credit on completed assignments returned on the first day of school after the suspension period. It is the student's/family's responsibility to get assignments missed while suspended. Any test missed during suspension will be made up in the principal's office and will not cause additional loss of class time. Students may not participate or attend any school activities until the suspension is over. Students may not return to campus until the suspension is over.

**Expulsion:** Expulsion may be ordered for a student who has committed very serious offenses. The School Board may expel a student from school only after the student and parents or guardian have had an opportunity for a hearing, if requested.

Johnson County School District #1 ensures the transfer of suspension and/or expulsion disciplinary records from our school district to any private or public secondary school in which a student enrolls or seeks, intends, or is instructed to enroll on a full or part-time basis.

### **Extracurricular Activities**

Buffalo High School is a member of Wyoming High School Activities Association (WHSAA). A student who participates in an activity must conform to the eligibility requirements of the state activities association. The activities Buffalo High School sponsors as a member of the Wyoming High School Activities Association are: Football, Volleyball, Golf, Swimming, Cross Country, Basketball, Wrestling, Track and Field, Soccer, FFA, FBLA, Student Council, Speech & Debate, Art, Skills USA, All-State Music, Spirit, and Marching Band.

#### **Activities Eligibility Policy**

Eligibility for activities at BHS will be determined using the following criteria:

- the student must maintain a 2.00 cumulative GPA at the time of Wednesday Eligibility Check and
- the student who has a letter grade of F on the Monday Eligibility Check must bring that same letter grade up to a passing letter grade (D or above) by the Wednesday Eligibility Check.

#### **Time Frame**

Eligibility status will be checked for the first time at the beginning of the 3rd week of the semester and every Monday/Wednesday after that.

#### **Implementation**

Every week, students that are academically ineligible will be notified by the activities director on Monday morning. Students will have until 4:00 pm on Wednesday of that same week to bring their grades up. Anytime an athlete is declared ineligible he/she may practice but will not be allowed to travel or play.

#### **WHSAA**

In addition to the above expectations, BHS must still follow the Wyoming High School Activities Association rules:

- A student must be passing five (5) classes at the time of the competition. If not passing five classes at the end of the semester the athlete will be ineligible for the following semester.

If an athlete is found to be ineligible, the Coach, Sponsor, or Activities Director will contact parents.

## **Clubs and Organizations**

Students may participate in the following clubs: Drama, Close-Up, National Honor Society, SAVE, Student Council, Speech, FFA, FBLA, CREATE, Spanish Club, Skills USA, Clay Target League

### **National Honor Society**

Junior or senior students with a 3.0 GPA are eligible for selection, based on a criteria of scholarship, leadership, character, and service. ([Click here](#), or see last page of this handbook for criteria.) Once selected, this club focuses on service projects throughout the community.

## **Class and Club Meetings**

Meetings will be held when the need arises. Meetings may be held before school, during lunch or after school.

## **Dances/Prom**

High School dances are for the benefit of students at Buffalo High School. Use the following guidelines to help make our dances a success.

1. Guests from other schools must be accompanied by a Buffalo High School student. Only one (1) guest per BHS student is allowed.
2. Homeschooled students are allowed to attend as a guest of a full time Buffalo High School student.
3. Guests will only be allowed if they are approved by the principal in advance to the dance. A signup list for guests will be in the main office the week of the dance. If the guests name does not appear on the pre approved guest list, the guest will not be allowed into the dance.
4. Older guests (under 21) will be allowed but only if cleared in advance by the principal.
5. School expectations for student courtesy and conduct apply at all times.
6. All that plan to attend are asked to be at the dance no later than 30 minutes after the start. Special consideration will be given to those who work or who have been attending another school activity.
7. When a student or guest leaves the dance, he/she may not return to the dance.
8. All dress and dancing will be appropriate and in good taste.
9. No outside food or drink will be allowed.
10. Middle School age students are not allowed to attend high school dances.
11. All students should expect to have an alcohol breathalyzer test upon arrival.

## **Fees/Fines**

### **Fees/Fines**

To help defray the cost of some programs, additional fees may be required. All fees are to be paid during the first week of school. If a student has difficulty with any of the fees, they should contact the office for special arrangements.

Students are responsible for all books, supplies, and equipment issued to them and may be held accountable for loss or damage.

Fines for damage to school property by a student shall be assessed at a reasonable rate, designed to restrain further damage.

All fines must be paid before transcripts and grades will be issued. Wyoming Education Code Section 21-4-308 states that a diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the school district.

### **Breakfast and Lunch Program**

Buffalo High School participates in the National School Breakfast & Lunch Programs. Each breakfast must consist of the following components; grain, fruit, and milk. The cost of breakfast is \$1.50 for those paying full price, \$0.30 for those qualifying for a reduced priced breakfast, and we also have a free breakfast for qualifying students. Adult breakfast will cost \$1.75. Lunches will consist of protein, fruit and/or vegetables, grain, and milk. A full priced student lunch costs \$3.25, \$0.40 for those qualifying for reduced lunches. Adult lunches cost \$4.00. A La Carte items are available at an additional cost.

Federal and state regulations make no provision for charging breakfast or lunch, so please help us follow these regulations by making sure lunches are paid for in advance. Information regarding the *free and reduced price lunch program* is emailed to families at the beginning of the school year, or can be found on the [Nutrition Services](#) page of the district website. Those who wish to apply may complete the application online by creating a [Family Portal](#) , or by calling the school office for assistance. **This information must be updated annually (on or after July 1<sup>st</sup> of the current school year).** Please review the current [Negative Meal Balance Policy](#). The USDA prohibits discrimination in the administration of its programs. To file a complaint, write the Secretary of Agriculture, Washington, D.C. 20250.

## **STUDENT HEALTH & WELLNESS**

### **Student Health**

If a student becomes ill at school, the school must contact parents before the student will be released from school. The school is equipped to give limited emergency aid only. Parents will be contacted in case of any serious injury that requires further treatment. In a severe medical emergency, 911 will be called and the student may be transported to the hospital if emergency services deems necessary.

### **Illness- When to Stay Home**

Students should stay home from school if they have one or more of the following:

- Fever of 100.4 degrees or higher (keep home until fever is less than this without pain/fever reducer for 24 hours) (per CDC guidelines)
- Has been vomiting (keep home for 12 hours after vomiting)
- Has had diarrhea
- Rash (until cleared by a physician)
- Red painful eye with thick drainage (until cleared by a physician)

### **Prescription Medication**

The school nurse or nurse-trained staff member can give prescription medication at school if:

1. The Permission form is filled out by parent/guardian

2. The medication is brought to school in the original container with the current prescription showing the physician's directions and recommended dosage.

Medications will be locked in the nurse's office, and a record of administration will be maintained at the school. Students needing occasional prescription medication, such as an antibiotic, steroid, etc., should be given at home if possible.

Students cannot carry their prescription medication with them at school. Exception to this state law is for medication required to treat a life threatening illness, such as inhaler, EpiPen, glucagon, etc. If a student requires to self-carry emergency medication, physician and parental/guardian must have signed the Self-carry Form.

### **Over the Counter Medication**

Parental/guardian permission must be done through online registration each year for students to receive any OTCs at school. Students cannot carry any medication with them at school. If any sort of medication, prescription or OTC, is found, then parents will be required to pick it up from the office.

Students will not receive medication after 3pm to ensure they don't have medication at school, then take additional medication at home.

### **Immunizations**

The Mandatory School Immunization Law is in effect in Wyoming. All children under the age of 11 to be fully immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, hepatitis B, and rubella (German or 3 day measles). The state health officer must approve religious or medical exemptions. If all immunizations are not complete, you will have a maximum of 30 days to complete them, after which your child must be excluded from school if still not in compliance with the law.

### **Insurance**

Johnson County School District No. 1 does not assume financial responsibility for accidents occurring to students while they are attending school or participating in any extracurricular activities. Administration shall annually provide parents with information related to purchasing voluntary student accident insurance. (Board Policy JHA)

## **Parking Areas**

### **Student Parking**

Students may park in the student parking lot only (the lot west of the high school). Students will be expected to observe signs such as one-ways, fire lanes, visitor parking, loading zones, handicapped parking, etc. Students are asked to display common courtesy when parking, not to block other cars when entering and leaving the parking lot. Violations of parking on school property may result in a ticket being issued and/or parking privileges being revoked.

### **Handicapped Parking**

There are a number of Handicap parking spaces on the west and north side of the school. Please be aware of those spaces and whom they are intended for.

### **Staff Parking**

The south parking lot as well as the lower lot adjacent to the locker rooms is designated as staff only parking. Students are prohibited from parking in either of these areas. Violations of parking on school property may result in a ticket being issued and/or parking privileges being revoked.

### **Complaint/Concerns**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Obtain an official complaint form at the Administrative Office (601 West Lott St) and submit a formal complaint to the Board of Trustees. (Board Policy KE)

Anything not covered in the policies of the Wyoming Education Code of 1969, as amended, the school board policies, or specifically dealt with in this handbook will be handled in a fair, reasonable and consistent manner by the principal.

**Nondiscrimination: Johnson County School District #1 does not discriminate on the basis of race, color, national origin, sex, age disability, or religion, or any other basis protected by federal, state, or local law, in its employment, programs or activities.**

**Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Johnson County School District #1, Civil Rights Coordinator, 601 W. Lott, Buffalo, Wyoming 82834, (307) 684-9571, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO 80204-03582, (303) 844-5695 or TDD (303) 844.3417, OCR.Denver@ed.gov.**

### **BUFFALO HIGH SCHOOL TEAMS, ORGANIZATIONS AND MEMBERS**

#### **JOHNSON COUNTY SCHOOL BOARD OF TRUSTEES**

Jan Johnson (Chairwoman)

Randy Brown

Dave Belus

Jodi Verplancke

Lynette Fox

Casey Rodriguez

Marcia Goddard

Travis Pearson

Kristen LeDoux

#### **CLASSIFIED PERSONNEL**

Administrative Assistant/Registrar

Becca Redden

Administrative Assistant  
Library Assistants  
Special Education

Custodial Staff  
Wilson  
Lunch Staff

## **CERTIFIED PERSONNEL**

Principal  
Activities Director  
Dean of Students  
Counselors  
School Nurse  
Librarian  
Ag Education  
Business Education  
Computer Science  
Culinary Arts  
English  
Fine & Performing Arts  
Foreign Language  
Industrial Arts  
Mathematics  
Physical Education  
Science  
Social Studies  
Special Education

Elly Jawors  
Deb Chase ➤ Von Ritchey  
Brenda Nimick ➤ Taylor Ashburn ➤ Juanita Bybee ➤ Josie Carr  
➤ Susan Krueger ➤ Diane Fisher  
Brian Jarvis ➤ Bobbie Troutman ➤ Rebecca Kidder ➤ Zach  
Annie Gilbert ➤ Nicki Chase

Gib Ostheimer  
Ryan Mader  
Chris Cox  
Michelle Dahlberg ➤ Kassahn Mathson  
Kelley Glackin  
LeighAnn Schimmel  
Leif Norsgard ➤ Bev Boden  
Andrew Borgialli ➤ Kami Kennedy  
Krista Sweckard  
Samuel Bayliss  
Karen Blaney ➤ Tracie Kirven ➤ Kira Wages ➤ Brylee Zumpf  
Steve Heil ➤ Teresa Preisner ➤ Skylah Bree  
Elizabeth Hetland  
Ryan Rivera ➤ Leif Norsgard  
Keith Leppert ➤ Kelley Nelson ➤ Michelle Gardner  
Ryan Mader ➤ Jay Camino  
Chris Cox ➤ Christine Houseman ➤ David Houseman  
Tiffany Songer ➤ Brent Gross ➤ Lindsay Duncan  
Angelique Monney ➤ Morgan Kremers ➤ Grace Hancock ➤  
Logan Leask

## **ATHLETIC COACHING STAFF**

Basketball (Boys)  
Basketball (Girls)  
Cross Country  
Football  
Golf  
Soccer (Boys)  
Soccer (Girls)  
Swimming & Diving (Girls)  
Swimming & Diving (Boys)  
Track & Field

Volleyball  
Wrestling

Jerry Bellmyer ➤ ?? ➤ ??  
Keith Leppert ➤ Kelley Nelson ➤ Holly Curuchet  
Sandy Moon ➤ Tara Hall  
Rob Hammond ➤ Keith Leppert ➤ Henry Glackin ➤ Ross Walker  
Tim Marton  
Dick Edgcomb ➤ Ben Kirven ➤ Billy Farris  
Cameron Spade ➤ Ron Glassock ➤ Jen Skaggs  
Caleb Cohoon ➤ Mara Abbott  
Mike Miller ➤ Zach Mills  
Ryan Mader ➤ Brent Gross ➤ Pete Dahlberg ➤ Sarah Walker ➤ Steve  
Mischke  
Michelle Dahlberg ➤ Sarah Walker ➤ Lindsay Duncan  
Garrett Traylor ➤ Jason Tomich

**ACTIVITIES**

FBLA  
FFA  
Speech & Debate  
SkillsUSA  
Spirit  
Student Council  
Music/Marching Band

Michelle Dahlberg ➤ Kami Kennedy  
Leif Norsgard ➤ Bev Boden  
Tracie Kirven  
Ryan Rivera  
Brylee Zumpf  
Tiffany Songer ➤ Grace Hancock  
Teresa Preisner ➤ Skylah Bree

**CLUBS/ORGANIZATIONS**

Board Games Union  
Close-Up  
Code Club  
CREATE  
eSports  
National Honor Society  
SAVE  
Theater Company  
World Language & Culture Club  
Student Publications

Krista Sweckard  
Tiffany Songer ➤ Lindsay Duncan  
Krista Sweckard  
Kira Wages  
Krista Sweckard  
Kira Wages ➤ Lindsay Duncan  
Christine Houseman  
Teresa Preisner  
Tracie Kirven  
Kira Wages

**Highly Qualified Staff**

If you have any questions in regards to any staff member's qualifications, please contact the principal.

## NHS - Four Pillars and Selection Procedure

### **Scholarship**

3.0 GPA or above

### **Selection Procedure**

- 1 Scholastically eligible students must submit personal information sheets to NHS advisor
- 2 A list of those students is given to the faculty
- 3 Faculty members fill out evaluation sheets on eligible students
- 4 A five-member committee, after considering faculty input, makes the membership Selection

### **Leadership**

*The student who exercises leadership:*

is resourceful in identifying new problems, applying new principles, and making suggestions;

demonstrates initiative in promoting school activities;

exercises influence on peers in upholding school ideals;

contributes ideas that improve the civic life of the school;

is able to delegate responsibilities;

inspires positive behavior in others;

demonstrates academic initiative;

successfully holds school offices or positions of responsibility;  
conducts business effectively and efficiently;

demonstrates reliability;

is a leader in the classroom, at work and in school or community activities;

is thoroughly dependable in any responsibility accepted;

is willing to uphold scholarship and maintain a loyal school attitude.

### **Service**

*The student who serves:*

volunteers and provides dependable and well organized assistance, is gladly available and is willing to sacrifice to offer assistance;

works well with others and is willing to take on difficult or inconspicuous responsibilities;

cheerfully and enthusiastically renders any requested service to the school;

is willing to represent the class or school in inter-class and inter-scholastic competition;

does committee and staff work without complaint;

participates in some activity outside of school, for example, Girls Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor or disadvantaged;

mentors persons in the community or students at other schools;

shows courtesy by assisting visitors, teachers and students.

### **Character**

*The student of character:*

takes criticism willingly and accepts recommendations graciously;

consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability);

upholds principles of morality and ethics;

follows school rules and civic laws;

cooperates by complying with school regulations concerning property, programs, office, halls, etc.;

demonstrates the highest standards of honesty and reliability;

regularly shows courtesy, concern and respect for others;

observes instructions and rules, is punctual, and faithful both inside and outside the classroom;

has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies;

manifests truthfulness in acknowledging obedience to rules avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others;

actively helps rid the school of bad influences or environment.