

Kaycee School



Parent & Student Handbook

Updated • August 1st, 2023

Vision

We Will Be the Best K-12 School in Wyoming Through the 5 Cs:

- Collaboration
- Community
- Commitment
- Communication
- Consistency

Mission

We Ensure All Students Learn at High Levels Through Empowering Excellence in Everyone

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Beliefs

Kaycee School is committed to the 8 Keys of Excellence as a school framework.

This Is It!

Focus your attention on the present moment. Keep a positive attitude.

Ownership

Be responsible for your thoughts, feelings, words, and actions. "Own" the choices you make and the results that follow.

Speak with Good Purpose

Think before you speak. Make sure your intention is positive and your words are sincere.

Commitment

Take positive action. Follow your vision without wavering.

Failure Leads to Success

View failures as feedback that provides you with the information you need to learn, grow, and succeed.

Integrity

Demonstrate your positive personal values in all you do and say. Be sincere and real.

Flexibility

Recognize what's not working and be willing to change what you're doing to achieve your goal.

Balance

Be mindful of self and others while focusing on what's meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.

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District/School Goals

- All JCSD1 students will graduate ready for college, career, and the workforce.
- All JCSD1 students will achieve their academic growth targets.
- All JCSD1 schools will be safe and will support students' growth in their overall well-being.

School Song

Cheer, cheer for old Kaycee Fame
Bring out the echo; cheer in her name
Send the royal cheers on high
Tear down the thunder from the sky.
What though the odds be great or be small
Old Kaycee High will win over all
As the royal teams go marching onward to victory
Rah! Rah! Rah!

School Communication Tools

Information and communications can be found on our Facebook page: <http://www.facebook.com/KCSBuckaroos>.



Buckaroos and Lady Bucs

agree to:

Be Positive

Be Respectful

Be Safe

Be Supportive

PowerSchool for Parents and Students

One of the most important tools available to you is the PowerSchool Portal accessed at <http://powerschool.jcsd1.us>. We are happy to provide you assistance with logging in and using the portal. Please contact the office for help. In addition, the portal user manual is available at: <https://goo.gl/cq2dY8>.

Academics

Daily Schedule

Grades K-5	Grades 6-12
Breakfast 7:45-8:00	Breakfast 7:45-8:00
School begins 8:00	1st period 8:00-8:50
Recess/Snack (K/2) 9:30-10:00	2nd period 8:53-9:43
Recess/Snack (3/5) 10:40-10:55	3rd period 9:46-10:36
ELA/Math 8:00-12:10	4th period 10:39-11:29
Lunch/recess K - 2 lunch: 12:10-12:30	Lunch 11:29-11:58
3 - 5 recess: 12:10-12:30	5th period 11:58-12:48
3 - 5 lunch: 12:30-12:50	6th period 12:51-1:41
K - 2 recess: 12:30 - 12:50	7th period 1:44-2:34
Afternoon Special 1:44- 3:27	8th period 2:37-3:27
Book Club 3:30 - 4:00	W.I.N Time 3:30-4:00
School ends 4:00	

Focus Friday

10am - 12pm on select Fridays. All teachers will be available on these Fridays, highlighted in the school calendar.

Supervision

Students in grades K-12 should not arrive at school before 7:30 a.m. nor remain at school after 4:30 p.m. unless arrangements are made with a teacher or they are involved in a supervised activity. Parents should be aware that children arriving at school before or leaving after the above times are not supervised and will be asked to leave the school grounds.

If a student is required to stay after school for any reason, the parent will be notified. It then becomes the responsibility of the student and the parents to arrange for transportation home.

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 KCS 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

All other students transferring to Kaycee School will have all records evaluated and may be tested with appropriate placement examinations. Placement developed during registration is tentative pending arrival of official records or placement examination. The administration will assign the student after a thorough evaluation of the records and/or placement examinations ([Policy JECD](#)).

Middle School

All students have seven required courses and one elective (per quarter). If a student fails a semester grading period, remediation as determined by the teacher, counselor, and building principal will be required before the student can progress to the next grade level. The MTSS team reserves the right to make changes to schedules as needed for student success. Interventions and extensions may be required if students are not meeting grade level expectations in reading or math. Summer school may be required in order to proceed to the next grade level.

Graduation Requirements

High School

Students must accrue 28 credits to graduate. **Please note:** To be eligible for Valedictorian, Salutatorian, and other awards or scholarships, you must complete 32 credits (see board policy JM-R).

All students must have the following core requirements:

Subject	Credits
English (recommended to take one each year)	4
Social Studies (American Experience & Civics required)	3
Science (1 Biological science required)	3
Mathematics	3
Physical Education (PE/Health I & II required)	2

All students must earn the appropriate number of Carnegie Units (credits) to graduate as described above.

To receive a Kaycee School diploma, the core requirements listed above must be met by Kaycee School courses during the time a student is enrolled as a Kaycee School student or transferred in from an accredited institution. If a student does not receive a Kaycee School diploma, they will not be permitted to participate in Kaycee School graduation.

Teacher's Aide: Students approved by Kaycee School staff for a teacher's aide will receive a 1/4 of a credit per semester.

Study Hall: Students must be approved by Kaycee School Staff to take a study hall.

***Independent Study**

- Must be a Junior or Senior.
- Must have a 3.0 grade point.
- Must work with teachers to design curriculum and learning objectives for the semester & have your curriculum approved and signed by the cooperating teacher and the building principal.

*Exceptions may be granted to these requirements if the school schedule does not permit a student to fulfill the core graduation requirements.

Release Period

- Must be a Senior.
- Must be on track to meet graduation requirements.
- Must fill out an application and have approval/signatures of the counselor & building principal.
- Students can only leave early for a maximum of two class periods. These will be handled on a case-by-case basis.

Valedictorian/Salutatorian Selection

Beginning with the class of 2013 and beyond, Johnson County School District #1 Board of Trustees has determined that, as possible, only one student will be selected for Valedictorian and only one student will be selected for Salutatorian (see policy [IM](#) & [IM-R](#)). The Valedictorian will be designated as the qualifying student who finished their academic career at the high school achieving the highest 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. Students qualifying for these honors will be selected based on the following criteria and in this order:

1. The student must be enrolled at the high school as a full time student.
2. The student must complete their last four consecutive semesters of study at the high school.
3. The student must complete 32 credit hours of total study within their high school academic career and/or credit balancing equivalents will be used.

The Board of Trustees will be made aware of any tie in order to consider awarding multiple valedictorians and/or salutatorians.

Dual/Concurrent/A.P. Credit

Dual Enrollment

KHS students have the opportunity to gain college credit by taking courses from Sheridan College. Dual enrollment is available to sophomores (in their second semester), juniors and seniors. Dual Enrollment is defined as college classes, taught by Sheridan College instructors, which will be **recorded on college and high school transcripts**. Sheridan College administration has agreed to pay the tuition for up to 24 hours for a “C” or better grade, if the student is currently enrolled at Kaycee High School.

Eligibility:

- Must be a junior or senior, or a second semester sophomore (at least 16 years old)
- Must meet the course entrance requirements (prerequisites, placement tests).
- Currently earning C’s and above in all of their current HS and/or college classes.
- Lowest grade for the semester prior was a C-.
- Administration has the final determination for registration.
- Withdrawing from a college course or receiving below a C on a given course will result in retaking the college course.

A final grade report must be submitted to the Administrative Assistant in the Office to include the grade on the high school transcript.

Concurrent Enrollment

Kaycee High School students have an opportunity to earn college credit and continue coursework on the Kaycee High School campus. See the KHS course description book for concurrent enrollment options.

Advanced Placement

Advanced Placement classes have a nationally normed curriculum and end with an exam. Anyone at KHS can take A.P. classes. If a student gets a high enough score on the AP exam, he or she can get college credit for the course from most colleges across the nation. See the KHS course description book for AP enrollment options.

Early Graduation

Students may request to finish their schooling at the end of the first semester of their senior year if they have met the necessary graduation requirements. Each request must be in writing and shall be reviewed in a conference with the principal, counselor, at least one of the student's parents/guardians, and the student. Final approval for all such requests shall be made by the Board through recommendation of the principal.

Repeating a Class

Students who choose to repeat a class have two options:

- A student may repeat a class to improve competency. The previous grade will remain on the transcript and become an elective credit.
- A student may also repeat a class to replace a grade previously earned to improve G.P.A. Credit and grade from previous attempt will be erased. The most recent grade and credit will remain.

Honor Roll

Kaycee School has an "A" honor roll for students achieving all "A's" and a "B" honor roll for students achieving a "B" average with no grade lower than a "C".

Homeschool

Kaycee School is available to Johnson County residents (up to age 21). The student must sign and meet the requirements of an individual education contract. If a homeschool student wishes to participate in activities, parents must contact the staff member in charge of the activity prior to that activity. Participation in activities for homeschool will be determined by the school based on the purpose for and requirements of the activity.

Homeschool students may play Kaycee sports. WHSAA paperwork must be completed and fees paid. ([See WHSAA policy](#)) Because a homeschool student is not attending Kaycee School for a full eight periods, they are not eligible for honor roll or academic awards.

Like any student, homeschool students must adhere to the behavior policies and consequences. They will follow the school bell schedule and are only allowed on campus during their scheduled classes and events, unless under the direct supervision of a staff member.

Hathaway Scholarship Program

Designed to provide an incentive for Wyoming students to prepare for and pursue post-secondary education within the State of Wyoming. The program consists of four separate merit scholarships, each with specific eligibility requirements, and a need-based scholarship for eligible students that supplements the merit awards.

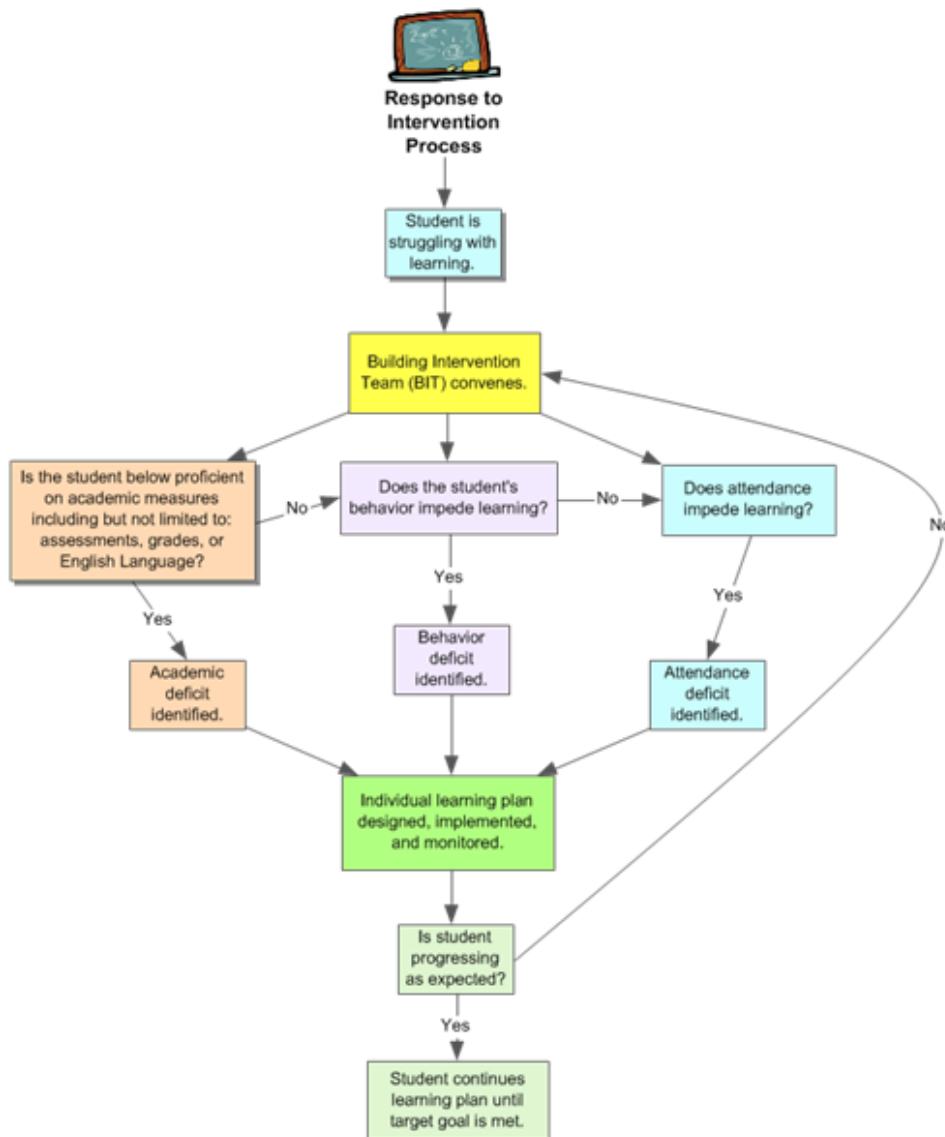
[Hathaway success curriculum and guidance handout](#)



Academic Support

Multi-Tiered System of Support (MTSS)

Kaycee School will utilize a MTSS process to identify students struggling with academics, behavior, or attendance. The MTSS (formerly considered RTI) system will utilize data points to identify struggling students. A clearly defined problem-solving method will find the support and scientifically-based instruction to assist the student. Using individual learning plans, students, teachers, and parents will have clear goals and understanding of student learning progress.



Grading and Report Cards

Progress reports and/or report cards are issued every nine weeks and at semester. In addition to report cards, parent-teacher conferences are scheduled around the end of the first and third nine weeks. Powerschool provides an opportunity for weekly reports to be sent to parents/guardians.

Grading

GRADES K-5	GRADES 6-12
Standards	Academic Letter Grades
4 = Advanced 3.5 = Proficient + 3 = Proficient 2.5 Approaching + 2 = Approaching 1.5 = Basic + 1 = Basic	A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = 0 – 59%

Powerschool Key:

Please note: Teachers are responsible for updating grades on a regular basis. Priority will be given to those assignments and learning projects that are currently happening in classrooms. Late work will have a lower priority for grading.

- Teachers will update all grades by 8:00am on Monday mornings. Assignments collected but not yet graded will be marked *collected* in the gradebook. Assignments not handed in by the student will be marked *NHI* (not handed in).
- Collected = does not impact grade, but will when graded
- NHI = counts as a zero and does impact grade
- IE = below expectations (assignment turned in did not meet the expectations of the teacher)
-
- Absenteeism attested as necessary by medical authority or by the principal in cases involving discretionary circumstances is not counted toward the total.

Grading Periods

The following grading periods and report cards will be used:

Grade	Progress Reports	Reports cards	Grading Terms
K-2	Always available in PowerSchool	Mailed home at the end of each semester	Quarter 1, Quarter 2 Quarter 3, Quarter 4
3-5	Always available in PowerSchool	Mailed home at the end of each semester	Quarter 1, Quarter 2 Quarter 3, Quarter 4
6-8	Always available in	Mailed home at the end of	Quarter 1, Quarter 2

	PowerSchool	each semester	Quarter 3, Quarter 4
9-12	Always available in PowerSchool	Mailed home at the end of each semester	Semester 1 Semester 2

Grading Policies

The staff of Kaycee School will be using the following grading policies. If any changes arise during the year, we will inform parents.

Elementary (Grades K-5)

To communicate the progress on skills, these grade levels will utilize a standards-based report card that illustrates a student's progress. Grades 3-5 continue skills development and begin to increase expectations for academic achievement. Skills and academics are communicated on a report that also contains standards grades detailed on the previous page. Makeup can be completed during Focus Friday.

Middle and High School (Grades 6-12)

Grades 6-12 fully move to an academic achievement report card. Academic grades are determined by points or standards attained on assignments over the course of the grading period (semesters for all high school classes). Grades 6-8 utilize quarter grading periods. Teachers will communicate grading policies to students.

Makeup Work

- *Sick or emergency:* A student will be given one make-up day for each day absent. **PLEASE NOTE:** If a teacher communicated a due date before the student's absence, then the due date will not be extended unless a doctor's note is provided.
- *School absences:* Students who will be absent from school for school related events and activities are responsible for contacting their teachers prior to their absence. Work is due upon their return.
- *Work handed in late:* A "Late Work" icon will be entered in the gradebook in order to communicate to students and parents that an assignment was late.

Fees, Fines & Charges

Some classes may require a supplemental fee. Examples of fees include:

- The cost of lumber, metal, paint, or other materials used in building projects.
- Lost or damaged property, books, Chromebooks, etc.

Students who do not remit payment will have all records held or be assigned to work off the charge if they are unable to pay.

Attendance

Kaycee 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. Kaycee School adheres to the District Attendance Policy (File JH & JH-R) when addressing attendance issues.

Attendance Policy and Procedures

Please review the board policies found on the district website (<http://www.jcsd1.us>)

- [Policy JH](#)
- [Policy JH-R](#)

Procedures

The following regulations will apply to the attendance of all students:

- A parent or legal guardian is expected to call the school (738-2323) on the day of the absence and inform the school as to the nature of the absence. If a phone is not available, a signed and dated note on the day the student returns to school will be acceptable. **Please notify the school by 9:00 am of your child's absence.** The office is open by 7:30 AM each school day.
- If it becomes necessary to leave school for any reason, **students must check out of the office.** K – 8th grade students may not leave without a parent. 9-12 students must have a parent call and excuse the child before they will be allowed to leave the school.
- When an absence is anticipated, steps to follow are:
 - The student and parent (with a note or phone call) will inform the office when and why they will be absent.
 - Students are responsible for collecting and turning in the make-up work they will be missing from each teacher.
- Students must be present by 9 am on the day of any school activity in order to participate. Examples include: school dances, sporting events, field trips, swimming lessons.
- If a student exceeds the maximum number of absences allowed (eight absences for the same period per semester), no credit shall be given for said class until the student attends before/after school sessions or Focus Friday for each subsequent absence. For example, a student with nine absences in a period would need to make up one hour of school time before/after school or Focus Friday school.

Attendance Codes

You may track your child's attendance in PowerSchool for Parents. Below are the codes used by Johnson County School District #1:

Blank	Present	R	Self excused (must be 18 years or older)
A	Absent	C	Office/counselor
T	Tardy	H	Homebound
E	Excused Tardy	U	Unexcused (Truant)
V	Parent-Excused Absence	D	Dr. Note Excuses
I	In-School Suspension	P	Principal Excuses
O	Out-of-School Suspension	RA	Remote Absent
S	School Activity	RP	Remote Present

Codes can also be found at the bottom of the attendance page in PowerSchool

Focus Friday Attendance

- Students struggling academically will be invited to attend Focus Friday or before/after school for academic assistance by the teacher. Students may attend a before/after school session or work with a teacher to make other arrangements. Students attending Focus Friday will be excused when their remediation activity is complete.
- Students not assigned to Focus Friday school are also welcome to attend to catch up, receive extra help on their work, or participate in enrichment opportunities.

Discretionary Circumstances

Illness/Family Funeral/Emergencies

Illnesses, family funerals, and emergencies are excused absences when accompanied by a written note from a parent, nurse, or doctor.

Special Leave

Approved absence may be granted by the principal for prior approved, pre-arranged family trips. This provision will allow families to participate in special occasion activities with the cooperation of the school.

Truancy Policy

If a student is absent from classes for any part of a day without his parents' and the school's permission or if a satisfactory explanation cannot be made to the principal, the student is truant. A student will be required to make up tests or other work missed because of truancy, by attending Focus Friday or before/after school. The student will also serve (1) hour of civic duty for each class period in which the student was truant.

Any student having five (5) or more trancies in any one (1) school year shall be considered a habitual truant and will be reported to the County Attorney in accordance with board policy.

Truancy Examples.

- Leaving school without permission or checking out at the office.
- Being present in school but failing to attend class.
- Obtaining permission to go to a certain place but failing to report.

Tardies

All students late to school in the morning or after lunch need to check in to the office for a tardy admittance slip. Teachers will not allow the student to enter the classroom without a tardy slip.

Tardies will be handled in the following manner:

Any student with 7 tardies per semester

- parent notification
- (1) hour of civic duty

Eight (8) or more tardies per semester

- focus Friday or before/after school
- a parent notification
- if necessary, a letter to the Board of Trustees and the County Attorney

[\(see discipline matrix for more information\)](#).

Excused tardies are allowed under the following circumstances:

- Another teacher and/or principal has delayed the student (hall pass will be given to student).
- The parent has notified the school of an emergency.
- The bus is late.

Backpacks

Teachers will communicate expectations for backpacks in their classroom. No backpacks are to be left in the hallway or corridors.

Breakfast/Lunch

Kaycee is an open campus lunch for 6th through 12th grade students. Open campus means that students have the opportunity to leave campus to eat wherever they may choose. If excessive tardies occur due to the open campus the student will lose their privilege to an open campus for a specific period of time.

Kaycee School participates in the National School Breakfast & Lunch Programs. Current information about cost and components can be found on the district [Nutritional Services webpage](#).

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, or by calling the school office for assistance. **This information must be updated annually (on or after July 1st 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.

Civil Rights - USDA Nondiscrimination Statement

"In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3272 (voice) or (202)720-6382 (TTY). Johnson County School District #1 is an equal opportunity provider and employer."

Buses

Buses will run daily. Students must pay close attention to the time schedule and location of their bus stop and be at the proper place at the proper time. Improper behavior on the bus will not be tolerated. Infractions of the rules will be reported to the principal, and a loss of the privilege of riding buses could result. All pupils being transported are under the authority of the bus driver and must obey his/her requests.

Elementary students who are not picked up at their bus stop

When a parent or adult is not at the stop to pick up their students, bus drivers are required to follow this procedure:

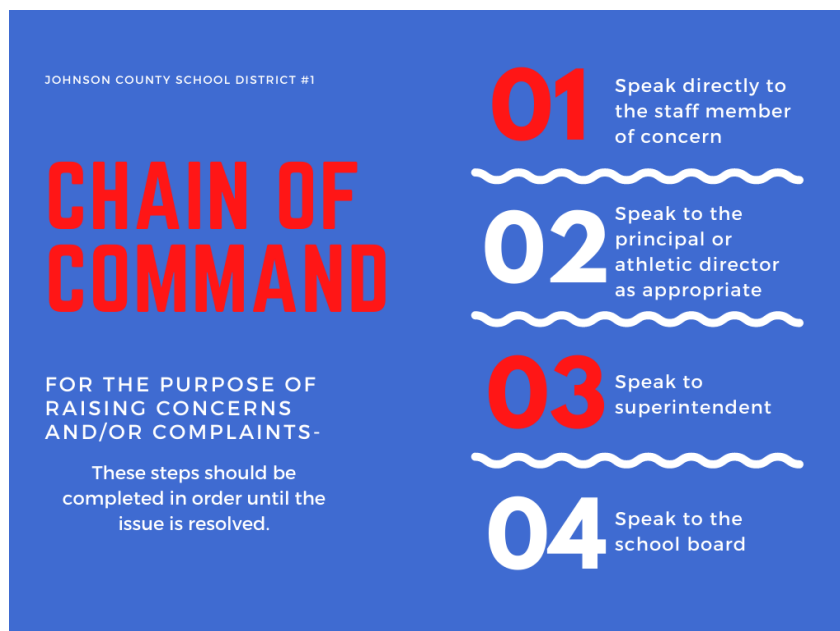
1. Call the school office immediately from the bus stop and notify the building secretary to stay until the child is delivered back to school. If a parent cannot be located, law enforcement will be contacted.
2. This rule may be extended to include students of all ages in the event of severe weather. It will be the discretion of the school to determine if it is safe or not to leave the child at the bus stop if there is no adult present.

Bus Rules

JCSD1 Bus rules can be found in the [attached document](#). If you happen to have any questions or concerns please feel free to the office.

Channels of Communication

Below is the expected path for addressing concerns and complaints. Further information can be found in district policy [KE](#) and [KEB](#).



Child Protection

At Kaycee School we take our responsibility for child safety seriously. If we suspect that a child has been neglected, harmed, might harm others, or might harm themselves, we are legally obligated to report.

Child Custody

If you have a court order that limits the rights of one legal guardian in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us we must provide equal rights to both legal guardians. Please notify the building principal and provide legal paperwork noting change in guardianship.

Counseling

We are committed to providing a guidance and counseling program that is high quality, challenging, and culturally appropriate for all students in providing a safe and respectful school environment.

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 post-graduate planning.

The district counselors practice within the American School Counseling Association National Standards for School Guidance and Counseling Programs.

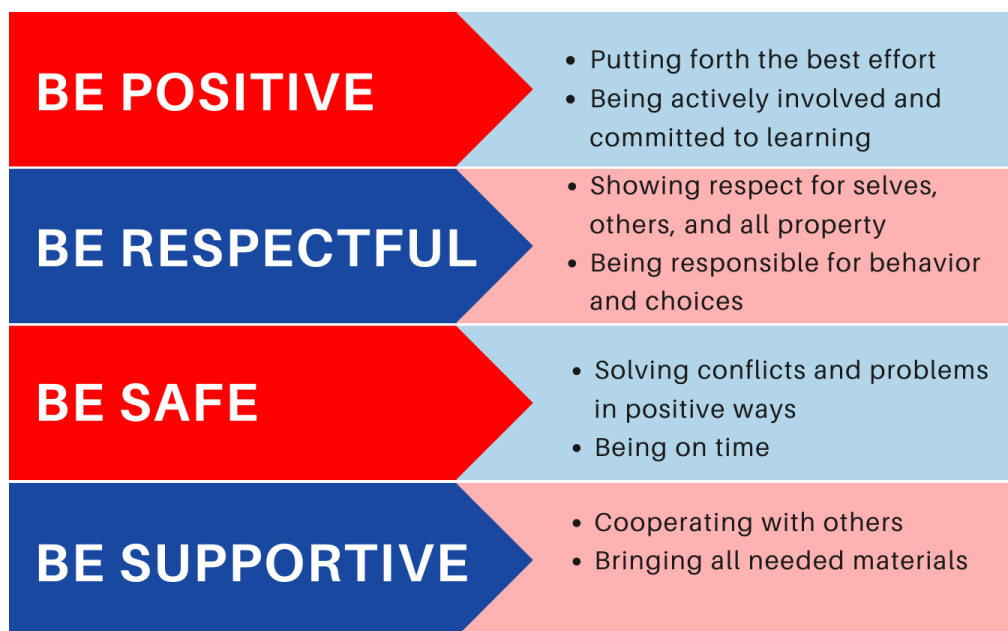
Reporting Child Abuse or Neglect:

Any school employee who has reasonable knowledge or suspicion that a child has been subject to abuse or neglect is required to immediately inform the building administrator/counselor. The administrator or designee is required by law to file a report with the Department of Family Services (DFS). Once the report has been made to DFS, the responsibility of the investigation lies within that agency

Positive Behavior is expected!

Behavioral Expectations

Kaycee School



Discipline

A successful school has an all school discipline policy that is agreed upon and carried out by all adult members of the learning community. Effective discipline has two major goals:

- To establish an atmosphere conducive to learning.
- To help the student replace unacceptable behavior skills with more socially acceptable ones. Re-teaching is a key component to any disciplinary system.

The support of parents as a part of the team is important to a child's development of appropriate behavior. If you have questions or concerns about your child's behavior or our expectations, please contact the school right away.

Kaycee School has a responsibility to protect the learning environment. If an incident takes place outside of school property but disrupts the learning environment, the incident may have consequences at school. Any behavior which interferes with the instructional, administrative, or service functions of Kaycee School is considered disruptive behavior.

Procedures

Teachers will post procedures for their classrooms and teach students how to be successful. The school agreements will be defined for each classroom and the teacher will teach the expectations.

Progressive Discipline Matrix

When considering discipline consequences, the following will be measured.

- the severity of the offense,
- the number of infractions incurred during the incident,
- the frequency of disruptive behavior,
- the impact to the learning environment,
- safety and well-being of students and staff.

Administration reserves the right to skip levels depending on the severity and frequency of the action or number of infractions. Administration also has the right to determine the need for counseling or restorative practice.

Behavior consequences are expected to be served on the assigned day.

- Only on very rare occasions will a student be allowed to reschedule a consequence.
- Kaycee School puts academics first. If a student receives a consequence that causes them to miss an activity or an activity bus, they will not be permitted to participate in the activity. In addition, coaches/sponsors may have additional consequences as part of their team code of conduct.
- Any student who receives in-school or out-of-school suspension will not be permitted to participate in activities on the days they are serving their consequence.
- Civic duty will require the student to assist the custodial team.
- If a student does not report to the assigned consequence, they will automatically progress to the next level of discipline.

Repeated or serious violations of school rules will result in an individual learning plan and may warrant a recommendation for expulsion to the Board of Trustees.

Consequences for Inappropriate Student Behavior

- | | |
|--|--|
| A. Warning to student without parent contact | F. 2-3 days in-school suspension, parent contacted |
| B. 15-30 minute detention with teacher, parent contacted. Detention will be served the day of the violation. | G. 1-5 days out-of-school suspension, parent contacted, BIT referral |
| C. 1 hour civic duty, parent contacted | H. Report to police or appropriate authorities |
| D. 3 hours civic duty, parent contacted | I. Recommendation of Expulsion to JCSD School Board |
| E. 1 day in-school suspension, parent contacted, possible to referral to BIT and behavior plan | |

Out-of-school suspension will be out of school and off premises. Students may not be on campus or at school related activities throughout the duration of the suspension. This includes promotion ceremonies and athletic events.

Social Probation

ISS and OSS infractions will result in suspension from all activities/clubs that week.

Minor Infractions

Infraction	Occurrence and Consequence				
	1st	2nd	3rd	4th	5th
Disrespect of authority	A	B	B	C	D
Inappropriate language/profanity	A	B	B	C	D
Lying	A	B	B	C	D
Public displays of affection (consensual)	A	B	B	C	D
Unauthorized use of electronic devices (see pg. 24)	B	B	C	D	E
Leaving classroom without permission	A	B	B	C	D
Disrespect of personal space/property (no damage occurs)	A	B	C	C	D
Chromebook/technology infractions	A	B	C	D	E

Major Infractions – Office Managed Behaviors

Infraction	Occurrence and Consequence				
	1st	2nd	3rd	4th	5th
Chronic Misbehavior	C	D	E	F	F/G/I
Willful disobedience	C	D	E	F	F/G/I
Disruption of school operations/activities	D	E	F	G	I
Possession or use of tobacco-nicotine products, including vape pens & e-cigarettes.	F/H	G/H	I	*	*
Graffiti, vandalism, defacing property	E	F	F	G	I
Misuse/inappropriate use of technology	D	E	F	G	I
Pushing or shoving with intent to cause harm	C/D	E	F	G	I
Harassment/intimidation (bullying and/or cyberbullying)	E	F	F	G	I
Forging or falsifying documents	D/E	E	F	G	I
Obscene act/habitual profanity or vulgarity	D/E	E	F	G	I
Willful defiance/hinder school officials	E	F	F	G	I
Hazing	E	F	F	G	I
Willful force (mutual combat)	E/F	G	G/H	I	*
Sexual harassment	G/H	I	*	*	*
Hate speech/ violence/involvement	F	G	G/H	I	*
Theft/receiving stolen property (over \$10)	F/H	G/H	I	*	*
Raising a false alarm	E/F	G/H/I	*	*	*
Allowing unauthorized people or animals to enter the building	C/D/E	E/F	F/G	H	*
Possession/controlled substance/paraphernalia	G/H	I	*	*	*
Aids or abets infliction of physical injury	F/G	H	*	*	*
Harassment, threatening, or intimidating a witness	E	F	F	G/H	I
Possessing or brandishing a deadly weapon	G/H/I	*	*	*	*
Sale of controlled substance	H/I	*	*	*	*
Sexual assault or battery	H/I	*	*	*	*
Possession of an explosive	H/I	*	*	*	*

Teachers, supervisors, and administrators may discipline students for procedural and classroom violations not specifically outlined in this document.

Cheating and Plagiarism

Students who are identified for academic dishonesty will be dealt with in the following manner.

Academic Dishonesty

Kaycee School

FIRST OFFENSE	SECOND OFFENSE
First offense students will be assigned a 0 and the student will be allowed the opportunity to redo the learning within the given time period specified by the teacher's syllabus.	All remaining offenses, regardless of class, the assignment remains a 0.

Bullying

Bullying is not tolerated at Kaycee School. Please refer to [JCSD1](#) board policy for more information.

Use of Tobacco Products/Alcohol

Use, possession, or being under the influence of alcohol is expressly prohibited and is against the law if the student is a minor. This includes all school events and activities, while on campus, or in a school vehicle.

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 vapor pens, e-cigarettes with or without nicotine, and other paraphernalia. Violation of this provision must be reported to the proper law enforcement agency and is cause for suspension or expulsion from school. See discipline matrix and JCSD1 policy

Vehicle/ Parking

- No guns are allowed in vehicles parked on campus. Violations will be reported to the police as required by statute.
- Careless or reckless driving behavior may result in disciplinary action.

Before/after school

- Please do not arrive at school before 7:30 am unless you have arranged to work with a teacher beforehand.
- Students may not be on the playground before 7:45 am.
- Students must be with a teacher or in an activity after school.
- Students must enter the building through the main office. It is considered an infraction to open a locked outside door for another person.

Public Display of Affection

Being overly affectionate in school will not be allowed. See the discipline matrix.

Skateboards – Skates – Inline Skates – Rollerblades – Bicycles

Because of the potential for accidents, skateboards and skates are not to be used in the school building. Bicycles are to be parked in the racks provided. Be sure the bike is properly locked. The school is not responsible for damage or theft of parts while bicycles are parked in the rack.

Dress and Grooming

In the interest of maintaining a positive learning environment, the following regulations of student dress shall be in effect. Students are expected to dress appropriately.

Take pride in your appearance and dress accordingly. Basic recommendations for good taste include:

- Clothing that promotes or depicts any controlled substance, alcoholic beverage or tobacco product or its use is not appropriate.
- Clothing that depicts pornographic or obscene images or language is not appropriate.
- Clothes brought for PE must stay in PE.
- Skirts and Shorts must reach the tip of extended fingers.
- Rips or holes in clothing should not be worn if they reveal excessive bare skin or undergarments. Rips or holes in clothing above mid-thigh/within 3 inches of end seam are prohibited.
- Do not show your undergarments. PE shorts and spandex are appropriate in PE, but not the rest of the building.
- Sleepwear (pajamas) or slippers are not appropriate. Slippers are defined as any shoe without a hard sole.
- Shirts should cover the shoulders, back, midriff, cleavage, and be made of non-transparent material and cover all undergarments.
- Hats and hoods (worn on head) are not to be worn in the building.
- Sunglasses are not to be worn in the building.

Students not dressed appropriately for the weather will not be allowed outside for recess or activities and will not be allowed to board the activity bus.

If a student's dress is brought into question, the principal or dean of students makes the final determination of appropriate dress. Admin reserves the right to prohibit any apparel that it deems inappropriate for school. Students in violation of the dress code will be required to wear clothes provided by the school for the rest of the day, unless they have nothing else to wear. They may receive a discipline infraction as well.

Health Services

If a student becomes ill in school, they should report to the nurse who will decide what should be done. Students must not call home or leave the building because of illness without authorization. If the nurse is not in, students are to report to the office. The school reserves the right to require parents/guardians to take home any student who is obviously ill.

Accidents

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the school office, Activities Director, or principal.

Communicable Diseases/Immunizations

Please see [Board Policy](#) for immunization requirements.

Health Screenings

The school district provides screenings annually to some students by a team of staff members. Screenings include vision, hearing, and dental. Parents will be notified when screenings will take place and will have the option to ask that their child not participate in screenings.

School Medication Policy

Please see [board policy \(JLCD\)](#) for school medication procedures.

Special Health Problems

Students with health problems are to report to the nurse at the beginning of the school term or when such problems arise. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students at school.

In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed.

The school nurse is not allowed to diagnose or treat illnesses, so please don't send a sick child to school. Good attendance is vital, but not when it may jeopardize the health of others. Sick children are not good learners. If your child becomes ill or gets hurt at school, we will notify you as soon as possible. The best place for a sick child is at home. There are three main reasons to keep sick children at home:

- The child doesn't feel well enough to take part in normal activities (i.e. overly tired, fussy or won't stop crying).
- The child needs more care than teachers and staff can give, and still care for the other children.
- Children with the following symptoms or illness should be kept home (excluded) from school:

Information regarding reasons for students to stay home can be [found here](#).

Remember, the best way to prevent the spread of infection is through good hand washing.

Activities and Sports

Please refer to our activity handbook for information.

Physical Examination of Students

All students participating in intramural and interscholastic athletics must have a physical. Vision tests will be administered to students annually, and hearing tests will be given each year to students in kindergarten and grades 1, 2, 3, 4, 5, 7 and 12. Upon the recommendation of school officials, the district may also require a special physical examination of any student at any time.

VOLUNTARY STUDENT ACCIDENT 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.

[K & K Voluntary Accident Insurance Coverage & Rates](#)

Lockers

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. 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.

Outreach Calling System

As a piece of our school-to-parent communication system, Johnson County School District #1 utilizes an outreach service. This service allows us to send periodic and personalized messages by telephone, email, and SMS text message. We utilize the system to inform families about school programs, testing schedules, major events, and

other initiatives and events in our schools. The outreach system also helps us provide a safer learning environment and enhanced emergency preparedness through emergency alerts.

You may have two phones listed for normal outreach calls. You may also list one text message phone and three email accounts. In case of emergency, the school will call your two primary numbers and up to four additional numbers. These contact options can be changed at any time by contacting the school office.

Visits to School

We require that any visitors to the school check-in at the office and visit with the principal before any visits to classrooms occur.

Electronics/Phone Use

The use of personal cell phones and/or other electronic devices in classrooms often create a disruption in the learning environment. Exceptions are between the first and last lunch bell (11:29am-11:59am) and after the last bell of the day (4:00pm).

If a parent needs to reach their student during school hours, they may call the main office and a message will be sent to their student.

Chromebook Technology Usage Rules

- Chromebooks left unattended will be taken to the office.
- Chromebooks are for current class use only unless you have teacher permission.
- It is the student's responsibility to make sure chromebooks are plugged in to charge at night, in the school or at home (MS and HS students).
- Chromebooks are expected in every class. Students are responsible for maintaining possession of their chromebooks.
- Students have to keep a name label on their chromebook. If it comes off, the office will get you a new one.
- High school and middle school students may take Chromebooks home if the deposit fee has been paid and the pledge form has been signed by the student and parent. ([KCS 1:1 Chromebook Handbook](#))
- Multiple infractions will result in detentions, then losing the privilege of using it (infractions are included in the discipline matrix).

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

Recess

Wyoming's climate varies from day to day, so it is important that your child comes to school properly dressed for these changes. Teachers do try to see that all students are dressed properly before dismissing for recesses.

It is a policy of our schools that if children are well enough to attend school, they should go out for recess. In the event of severe weather, students remain indoors. The recess period is quite short, and if a child is properly dressed, the fresh air and exercise are more beneficial than staying in the classroom. Exceptions to this policy would include recovery from recent surgery, accident, or severe illness. A teacher may also keep a child in for recess in order to complete work resulting from a long absence or another reason. The above policy allows for flexibility to promote the health needs of children. We invite your cooperation in this.

Recess Weather Protocol:

- If wind chill is above 0 degrees, students will go outside for recess. Recess monitors will check the weather station 10 minutes before recess (<http://www.wunderground.com/cgi-bin/findweather/getForecast?query=pws:MPCRW4>). This weather station can be accessed at Weather Underground (<http://www.wunderground.com>) and choose station MD1326.

- If a teacher feels that a student is not adequately dressed, the teacher may call the parent and keep the student in the classroom for recess.
- In the event the wind chill is 0 degrees or below recess will occur as follows:
 - The recess monitors will pick a location for recess. Available options are: elementary library and commons/elementary hall. In addition, teachers may choose to utilize their classrooms.
 - The recess monitors will communicate the location to the teachers at the time of recess.

Safety and Security Drills

Fire drills and security drills will be held at regular intervals. Such practice is important and should be approached seriously. Procedures for all emergencies are posted in all of your classrooms & will be practiced periodically throughout the school year.

School Closing

In the event of severe weather or mechanical breakdown, school may be closed or experience a late start (10:00 am). The same conditions may cause school to be dismissed early. The district alert system will be activated to notify you by phone and/or email.

School Dances

Dances at Kaycee School have the following rules:

- To attend the dance, you must be in school from 9:00-4:00 the day of the dance (Doctor appointments or emergency excuses will be accepted).
- Once you leave the dance you cannot return.
- High school dances are for high school students only and middle school dances are for middle school students only.
- No guests are allowed for middle school dances.
- A dance is approved by the class sponsor and the principal.
- Dance chaperones must be school personnel only.
- Parents are welcome, but only as observers, not participants.
- Dancing and behavior must adhere to the student council dance code.
- High School Guests:
 - Dances are for students enrolled in Kaycee School. Homeschool students are considered students from another school and must be pre approved.
 - Guests from other schools must be accompanied by a Kaycee School student.
 - Guests will only be allowed if they are cleared by the Kaycee School principal or designee in advance to the dance. A sign up list for guests will be in the main office the week of the dance. If the guest's name does not appear on the pre-approved guest list, the guest will not be allowed into the dance.
 - Older guests (under age 21) will be allowed, but only if cleared in advance by the principal and a copy of the guest's driver's license is provided to the office by the deadline.
- Outside containers will not be allowed.
- If a student has been suspended in or out of school, they will not be allowed to attend during that week.

Students in the Newspaper and on the Internet

Area newspapers and or school social media on occasion publish the names and pictures of our students. If you prefer not to have your child's photograph in the newspaper, please notify the school office personnel in writing.

Student Records

Individual student office records must be kept current. Changes in address, telephone, place of employment of parents, and physician, all necessary in an emergency, should be reported to the office as changes occur. Current contact information aids in better school communication.

Johnson County School District # 1 has developed policies and practices governing its professional use of student educational records. These policies are in compliance with the Family Rights and Privacy Act of 1974. Please refer to the district policies for full explanations of student records and parent records requests.

Johnson County School District will maintain each student's personal records in a confidential manner. Parents or guardians may review all relevant educational records by making a written request to the respective building principal. Any information that is alleged to be inaccurate or inappropriate may be challenged upon written request. ([Policy JRA,](#))

Educational records containing personally identifiable information of a student will not be disclosed to any third party without written consent. Exceptions to this regulation shall include appropriate authorized school employees, certain government officials, both parents and / or eligible students. ([Policy JRA-R](#))

It is the policy of the school district to destroy student records three (3) years after they are of no further use in planning or implementing a student's educational plans. A permanent record of each student will be maintained without these limitations. Parents of eligible students wishing to have copies of any records prior to destruction should contact the school principal.

If you believe the Johnson County School District is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education.

All Kaycee student records are kept on file at the principal's office at Kaycee Schools, Kaycee, Wyoming 82639. Phone (307) 738-2323 for more information.

Textbooks, Equipment and Library Books

Parents will be assessed at current replacement cost for missing or damaged materials, books, or equipment.

Visitors

Kaycee School welcomes visitors to our campus at any time. We do require that during school all visitors check in at the office, and the principal. School age guests and younger must have prior approval by the principal.

Weapons Policy

Possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel associated with the Johnson County School District. Accordingly, 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 JCI for further information.](#))).

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 Statement

To the extent possible every pupil of this school district will have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, disability or religion. No student on the basis of sex, race, color, national origin, age or disability be excluded from participating in, be denied the benefits of,

or be subjected to discrimination under any educational program or activity conducted by the district. This is specifically including, but not limited to, access and participation in course offerings, athletics, counseling, employment assistance and extra-curricular activities. The district shall comply with its policy relating to non-discrimination on the basis of sex, race, color, national origin, age or disability is specifically set forth in Policy File: AC.

Johnson County School District Number One does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status, in the admission, or access to, or treatment, or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, National School Lunch Program, and ADA may be referred to the School Administration Office, 601 West Lott Street, Buffalo, Wyoming 82834, or (307)684-9571, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or (303)844-5695 or TDD (303)844-3417. This publication will be provided in an alternative format upon request. For further information please refer to district policy.

Parents' Bill of Rights

Johnson County School District #1 wants to assure all parents that you have the following rights provided by our district:

- You have the right to request information about the qualifications of your child's teacher.
- If your child is limited English proficient and we recommend a program to assist in this area, you have the right to opt out of this program.
- You have the right to know if your child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.