

# **BIG HORN MIDDLE SCHOOL STUDENT HANDBOOK 2023-2024**

**Sheridan County School  
District Number One**

**P. O. Box 490**

**Big Horn, Wyoming 82833**

**(307) 674-8190**

**[www.sheridan.k12.wy.us](http://www.sheridan.k12.wy.us)**

**Office hours: 7:30-4:30 M-TH**



# BIG HORN MIDDLE SCHOOL

## ❖ **PURPOSE** WHY WE ARE HERE

- ❖ To provide a culture that engages learners and supports personal growth for their tomorrow.

## ❖ **DIRECTION** WHAT WE AIM TO DO

- ❖ We will use data to meet student needs with research-based instructional practice; provide flexible scheduling to allow for enrichment and remediation opportunities; provide digital learning opportunities; and frequently and openly communicate to build relationships.

## ❖ **BELIEFS** OUR CORE VALUES

- ❖ Relationships based on respect
- ❖ Communication with stakeholders
- ❖ A safe and supportive learning culture
- ❖ The value of every student as an individual
- ❖ A growth mindset
- ❖ Personalized learning opportunities
- ❖ Clear goals and high expectations
- ❖ Using data for collaborative decision making
- ❖ MS students need to explore in various content areas

### **RAMS WILL:**

- B**e prepared and on time
- H**ave perseverance

Make mistakes learning opportunities  
Set goals and be reflective

Respect self, others, and property  
Act in a positive manner  
Model effective communication  
Solve problems

\* \* \*

## **BIG HORN SCHOOL SONG**

*(Tune of "Washington Lee Swing")*

When all the Big Horn Rams all fall in line  
We're gonna win this game no other time  
For all the Big Horn Rams we'll yell, yell, yell  
For all the Big Horn Rams we love so well, so well  
We'll fight, fight, fight for every score  
Circle round and then we'll win some more  
We'll wipe the \_\_\_\_\_ right off the floor (off the field)  
Rah, Rah, Rah  
B-I-G H-O-R-N  
Big Horn, Big Horn, GO RAMS!

\* \* \*

School Colors: Maroon and Gold  
School Mascot: Big Horn Ram

\* \* \*

Sheridan County School District Number One does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Jeff Jones, Sheridan County School District One Title IX Coordinator (Telephone [307\) 655-9541](tel:3076559541)) or to the Office of Civil Rights, United States Department of Education, 1961 Stout Street, Denver, Colorado, 80294

## **WELCOME**

Welcome to Big Horn Middle School! This handbook is designed to acquaint you with some of the policies of the school. These policies are designed to permit smooth operation of the school and foster a good educational environment. We encourage you to participate in its varied activities and be an active and responsible member of the student body.

## **SCHOOL BUILDING**

In 2010-2011 we were fortunate to get a new building. *Respect for property is a high priority*. It is an honor to have such a facility to use for our educational processes. The technology available will enhance global learning, instruction, and production. It is the expectation that all students, staff, and community members will follow guidelines and codes of conduct expected in the care and maintenance of our new facility. The building is for our community and if you have an activity that requires the use of the school building, please contact the office for scheduling. Students, staff, and community members are encouraged to monitor behavior and report any concerns or abuses to a staff member immediately.

## **STUDENT RECORDS**

Parents can receive copies of student records by submitting a written request to the counselor or principal at least 24 hours prior to the time they need the records. Students over the age of eighteen have legal access to their records and determine whether their parents can have access to their records.

## **BIG HORN SCHOOL PHILOSOPHY**

We believe that adaptability and lifelong learning dictate a set of core competencies that are critical to successful careers of Big Horn graduates. These competencies include the ability to read, write, and problem solve; an understanding of global, social, and economic life; a basic understanding of the principles of science, health, technology, and the arts; experience with cooperation and conflict resolution in groups; and possession of attitudes and personal habits that make for a healthy, motivated, responsible, adaptable, and informed worker and citizen. These competencies will prepare a Big Horn student for an ever-changing future.

### **As we try to meet student needs, these are some things we acknowledge:**

1. Learning rates vary and prior knowledge is significant to learning new knowledge
2. Motivation spikes with learner interest
3. Learning styles differ and intelligence is multidimensional
4. Success breeds success and influences esteem, attitude, and motivation
5. Mistakes are inherent in the learning process and specific feedback enhances learning
6. Requisite complex reasoning skills can be taught/learned
7. Real world contexts/problems enhance learning
8. Learning is social
9. Technology can be “teacher” for many learner outcomes
10. Schools/teachers control the conditions for learner success

\*Inevitable by Beatrice McGarvey and Charles Schwahn

### ***At Big Horn we believe that:***

- **OWNERSHIP** of learning will yield high results
- High **EXPECTATIONS** for all will maximize achievement. This includes students in regard to their learning, parents in their support of their child’s education, and staff in their commitment to the profession
- An environment in which students feel **SAFE** and trusted enhances learning
- It is essential to have **RESPECT** for ourselves, our school, and all members of our learning community
- **RELATIONSHIPS** should be cultivated, maintained, and deepened through interactions of our school

- Exemplary academics and **CO-CURRICULAR** programs give students opportunities to be successful, involved, and engaged in their school
- All members of our learning community have **RESPONSIBILITIES** and share a collective commitment
- Personal **INTEGRITY** should be modeled and evident by staff and students
- Our environment should harbor **TOLERANCE** and respect for each other. This tolerance should extend outside of our school walls to cultures and conditions beyond our local community
- **COMMUNICATION** is regular and open at all levels of the educational system

#### 4 Core Skills for Learning at Big Horn:

1. Transitions - Transition time involves moving between activities/classes or taking breaks in a manner that does not distract from other students' learning. We will model and practice appropriate ways to transition between various activities.
2. Prioritizing Time/Planning to Complete a Task - Time management is critical to many aspects of life. Being able to determine the steps needed to complete a task is also a necessary skill students need to develop. Utilizing planners, list making, and learning to prioritize critical and time sensitive activities over other less important tasks will be a focus we work on.
3. Collaboration & Independent Learning - In today's society, students need to be able to work independently on tasks as well as in teams or small groups. We will set norms for how learning looks in each of those types of learning environments and will utilize both methods of learning.
4. Advocacy - Asking for help from teachers, peers, or other people in society is our final targeted skill. We will model and practice appropriate times and ways to ask for help. When students are lost or confused about their learning, they will have reminders on the walls and in their learning logs as to the steps they should take to find the help they need!

#### **BHMS Staff**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Brian Lawson	Principal/MS Activities Director	blawson@sheridan.k12.wy.us
Renee Arsenault	Counselor	rarsenault@sheridan.k12.wy.us
Damien Paroski	Office Assistant	dparoski@sheridan.k12.wy.us

Ashley Mines	Literacy Coach	amines@sheridan.k12.wy.us
Dustin Olsen	Band, Choir, Drama	dolsen@sheridan.k12.wy.us
Cindy Hagen	Librarian	chagen@sheridan.k12.wy.us
Cody Ball	Reading	cball@sheridan.k12.wy.us
Sara Stecki	Special Education	sstecki@sheridan.k12.wy.us
Kristina Melin	Science	kmelin@sheridan.k12.wy.us
Mindy Songer	Science	msonger@sheridan.k12.wy.us
Lindsay Parish	Math	lindsay.parish@sheridan.k12.wy.us
Tara Garner	Math	tgarner@sheridan.k12.wy.us
Erica Bainter	Social Studies	ebainter@sheridan.k12.wy.us
Shannon Moline	Language Arts	smoline@sheridan.k12.wy.us
Tyra Relaford	Language Arts	trelaford@sheridan.k12.wy.us
Mike Daley	PE/HS Activities Director	mikedaley@sheridan.k12.wy.us
Andrew Marcure	Tech/Computer Science	amarcure@sheridan.k12.wy.us
Bret Layher	Vocational Ed.	layher@sheridan.k12.wy.us
Mila Stender	HS Biology, Outdoor Ed.	bhhsmehs@sheridan.k12.wy.us
Ty George	HS/MS Art	tgeorge@sheridan.k12.wy.us
Barb Cavanagh	Paraprofessional/MS Spanish	bcavanagh@sheridan.k12.wy.us
Hope Foster	Life Skills	hfoster@sheridan.k12.wy.us
Shari Hollingshead	K-8 Math Interventionist	shollingshead@sheridan.k12.wy.us
Bob Aksamit	Building and Grounds	trmsrja@sheridan.k12.wy.us
Suzanne Prior	Nurse	sprior@sheridan.k12.wy.us
Kim Maurhoff	Nurse	kmaurhoff@sheridan.k12.wy.us

### **ENROLLMENT STATUS AT BIG HORN MIDDLE SCHOOL**

Out-of-district students and Home-School students wishing to enroll at BHMS will meet with the principal and the district procedures will be followed to determine enrollment.

### **SHARING STUDENT INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that SCSD#1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary. We have designated the following information as directory information:

Student's name

Address and telephone listing  
Grade level  
Participation in officially recognized activities and sports  
Height & weight of members of athletic teams  
Degrees, honors, and awards received

The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

A program for a concert or student production  
The annual yearbook  
Honor roll or other recognition lists  
Graduation programs

Sports activity sheets, such as for basketball, showing grade level and height for team members

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, parent organizations, community foundations, and companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving federal assistance to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want SCSD#1 to disclose directory information for your child without your prior written consent, you must notify the district in writing by October 1. Should you have questions contact Jeff Jones at the Central Office or send your written communications to Wanda Orchard, Box 819, Ranchester, WY 82839.

### **ACADEMIC EXPECTATIONS**

We hold high expectations for student learning and academic performance at BHMS for both classwork and standardized assessments. Students are expected to give their best effort and seek help when necessary. Teachers are expected to present information in a meaningful and engaging way, and to help every student learn.

A report of the student's achievement will be sent home at the end of each semester, with progress reports being sent home mid-semester.. This report will inform you of the overall progress in the subject disciplines. Progress Reports are also available through the PowerSchool system. Students and parents are encouraged to monitor grades using this system. Teachers will maintain current and accurate grades. Parent/Teacher Conferences will be held during the 1st and 3rd nine-week periods.

### **EVALUATING AND REPORTING STUDENT PROGRESS**

1. All subject area grades will be reported as standards referenced grades on a 4,3,2,1 scale of proficiency (with 3 being the grade level target of proficiency for all students to meet).
2. Summative grades will be established on the degree of proficiency of the learning targets established for each course and the goals as stated in course syllabi. The progress reported will be for academic achievement.
3. Each teacher will develop a syllabus for their classes that reflects the district's philosophy. This policy will be given to and discussed with students and be available to parents upon request. It should include how course grades will be computed. The explanation should include, but not be limited to, details about:
  - a. Homework
  - b. Make-up work – make-up tests including any time limits
  - c. Re-learning, re-testing
  - d. Classroom expectations

### AT RISK

Students who are struggling in their classes will be referred to a Student Intervention Team (SIT) which will work with teachers, students, and parents to develop and implement interventions to help the student succeed.

### ACADEMIC OPPORTUNITY/ZEROS ARE PROHIBITED (ZAP)

If students are failing to make adequate progress by not completing their assigned tasks, they may be assigned by a teacher to come in after school, or before school the next day. This may serve as a consequence for them not using their time wisely during the academic day, or may be used as time to complete the work.

### ATTENDANCE

Regular attendance at school is one of the most important components of a child's educational success. Parents are encouraged to call the office when a student is absent. If a student's whereabouts is not known, the office will contact the parents/guardians as soon as possible. Students are expected to have pre-assigned work ready for teachers on the day they return. Work assigned during the absence should be turned in as soon as possible, but not more than one school day for each day of absence.

Parents will receive notification when their student reaches 4, 8, 12, and 16 absences in any given class. When a student reaches 12, and 16 absences and the Administrator determines that there were not extenuating reasons for the absences and the student's academic performance is falling, the student and parent may then be required to meet with the Administrator to discuss the student's grades and develop an intervention plan to assist the student in improving attendance and academic success. Components of this intervention plan may include additional tutorial time with teachers, attendance at Friday Schools, before or after school, or other consequences as collaboratively developed with the parents and teachers. If a student reaches 16 absences during the school year, a referral may be made under the Children in Need of Supervision Act.

Refer to SCSD#1 policy JED-R.

### TEACHER CHANGE REQUESTS

At BHMS, we trust our teachers as professionals and believe firmly in their expertise in meeting the needs of each student. Careful consideration by building administration and teaching staff is given to all initial student placements. If a student is experiencing difficulties with a teacher, the following steps must first be followed before any consideration will be given to a change of teacher:

1. The **student and teacher** meet to discuss the concern(s) and create a written action plan for moving forward.
2. If the concern remains unresolved after a two week period, the **teacher, student, and parent** will meet to discuss the concern and create a written action plan for moving forward.
3. If the concern remains unresolved after another two week period, the **teacher, administrator, student, and parent** will meet to discuss the concern and create a written action plan for moving forward.
4. If the concern remains unresolved after another two week period, a written request for a teacher change must be submitted by the parent/guardian to the building principal. The principal will make the final determination regarding all teacher change requests.

Regarding the above process, the principal has discretion to consider all requests on a case by case basis and, if needed, change a student's schedule if extenuating circumstances require it. Please also note, in certain content areas, a teacher change is not possible given there is only one teacher in that area.



## **BACKPACKS**

Students should not leave backpacks anywhere they may present a safety hazard to other students or staff, such as the hallway or walkways in classrooms. Backpacks should fit into the lockers. Backpacks should not be brought to class.

## **BEHAVIOR CODE**

1. Theft, possession of drugs, and weapons will not be tolerated, and will result in suspension or expulsion. Possession of drug paraphernalia is treated as the possession of drugs and will result in out-of-school suspension. Legal authorities will be contacted. This includes electronic cigarettes (E-cigs) and vapor pens.
2. The possession of weapons, guns, air guns, knives, stars, etc. may result in a suspension and recommendation to the SCSD #1 Board for expulsion.
3. Tobacco (including E-cigarettes/Vape pens) and alcohol will not be used or possessed on campus.
4. Vandalism to school property or the property of students or staff, which occurs on campus, will be dealt with by suspension and payment for repairs.
5. Fighting without weapons will result in suspension unless it can be clearly proven to be a case of self-defense.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

If detentions, in-school suspension, or out-of-school suspension are necessary, the following procedures are to be used.

### **Detention:**

1. Served in half-hour or hour increments at the discretion of the principals.
2. Served before or after school, during lunch, or Fridays.
3. Family is responsible for transportation

### **In-School Suspension:**

1. One to four days
2. Student isolation
3. Teachers responsible for providing class work. Completed assignments receive full credit
4. May be served on Friday at principal's discretion

### **Out-of School-Suspension:**

1. Notify Superintendent
  2. Notify Parents
  3. Follow due process
  4. On first day returned to school, completed assignments will receive full credit
  5. Will not be counted as an absence
  6. May not participate in any school activity during O.S.S.
  7. May not return to campus until suspension is over
- It is the student/family's responsibility for getting assignments from teachers.

### **Expulsion:**

Students who repeatedly earn detention, I.S.S. and/or O.S.S. may be recommended to the board for expulsion.

Refer to SCSD#1 policies JG, JGB and JGD-JGE

## **BULLYING/VIOLENCE**

Sheridan County School District #1 expects a school environment that is conducive to teaching and learning, encourages mutual respect, and is free from threat, harassment, or any type of bullying behavior. Harassment, intimidation, or bullying of students at school is prohibited.

Harassment, intimidation, or bullying is defined as any intentional written or verbal expression, any intentional electronic communication, any intentional physical act or gesture that a reasonable person under the circumstances should know will have the effect of:

1. Causing distress upon one or more students in the school environment;
2. Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
3. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with the orderly operation of school; or
4. Creating an intimidating, threatening, or abusive educational environment for a student or group of students through severe, persistent, or pervasive behavior.

“Written” expression includes, but is not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications including photographs.

“Verbal” expression includes, but is not limited to spoken words and phone messages.

“At school” and the “school environment” includes school buildings and classrooms, school grounds, school buses or other school vehicles, school bus stops, an activity or event sponsored by the school, and any other program or function where the school is responsible for the child.

“Retaliation” means any verbal or physical action taken against any person who reports, files a complaint, or participates in an investigation.

Students shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment, or intimidation shall be subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern of the behavior shall be taken into consideration when disciplinary decisions are made.

Any student who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to disciplinary action up to and including suspension or expulsion.

Retaliation is prohibited and is considered a serious violation of board policy, independent of whether a complaint is substantiated.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student handbook and shall also be available to the public on the school district's website. Teachers and other staff who observe students engaging in harassing, intimidating, or bullying behaviors are responsible for taking action to deal with the behavior and reporting the incident to the administrator. The school district shall provide information on this policy in its professional development programs and the policy shall be provided to volunteers and other non certified employees of the district who have significant contact with students.

### **Reporting an Incident**

1. Parents/legal guardians who believe that their child is the recipient of harassment, intimidation, or bullying as well as students who are recipients of harassment, intimidation, or bullying acts or witness harassment, intimidation, or bullying of another student are encouraged to report that conduct to a teacher, Administrator or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students involved, to the extent possible. If the reporting student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward

that information, including the written report, if any, to the building Administrator or his/her designee, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Student reports and information obtained by District personnel shall be kept confidential.

2. Students may anonymously report any harassment, intimidation, or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time, and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation, or bullying, the report shall be immediately given to the building principal or his/her designee, who shall initiate an investigation or designate another staff member to investigate the complaint. Students may call the Wyoming School Safety Tip Line at 1-800-78-CRIME.

3. When a student reports that he or she has been harassed, intimidated, or bullied in violation of this policy, the Administrator or his/her designee shall contact the student, student's parent(s), and/or other appropriate staff member(s) as determined by the principal or his/her designee, to discuss steps or strategies to protect that student from additional harassment, intimidation, or bullying and from retaliation. This may include counseling, education, mediation, and/or other opportunities for problem solving between all parties. The severity of a specific incident may require immediate action.

4. During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal or his/her designee shall take appropriate disciplinary action toward the student or students. Student reports and information obtained by District personnel shall be kept confidential.

5. Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation, or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation, or bullying shall be subject to discipline, up to and including suspension or expulsion.

***W.S. 21-4-314***

*Adopted: 12/8/09*

### **BUS CONDUCT**

Students are expected to conduct themselves on school buses in a manner that is consistent with established standards for behavior in the classroom and school. Offensive language and disruptive or discourteous behavior will not be tolerated. Students are to remain in their seats while the bus is in motion. When assigned seats are given, students will stay in those seats. Failure to maintain appropriate behavior on a school bus may result in a student being suspended from riding the bus for a period of time. Refer to SCSD#1 policy JFCC-R.

### **CAFETERIA/LUNCH**

The school cafeteria is maintained as a vital part of the health program of the school. The administration appreciates your cooperation in the following areas:

1. Disposing of all lunch litter in wastebaskets.
2. Leaving the table and the floor around you clean for others.
3. Eating and drinking only in the designated lunch areas.
4. Packaged lunch items that you could not finish may be taken to your locker.
5. Be polite and patient in line.
6. Maintain safety by not running to or from lunch.
7. Classes will rotate going out for recess before or after eating lunch.
8. Students are not allowed in the classrooms during lunch without teacher permission.
9. Middle school students can socialize in the cafeteria and then will be expected to participate in recess that will

be held outside, weather permitting.

10. Homework, reading, and other club opportunities may be provided by staff members.

### **BREAKFAST**

Students are able to purchase simple breakfast items before school in the cafeteria.

### **CELL PHONES**

We recognize that we live in the age of cell phones, and some of our concerns with their use during school time are: cyber bullying - including inappropriate photos/videos; distraction from learning; possible damage or theft during school hours; and missing out on face-to-face socialization and learning.

Cell phones should be locked in lockers from 8:00-4:00. Cell phones (including smart watches) should not be taken to, or used during class time, Flex Time, or other time intended for learning (except with teacher permission). Cell phones should NEVER be used in bathrooms or locker rooms. MS students are able to check phones in between class periods. The school has a phone in each classroom, the commons, and the office that students can use to contact home. Parents are encouraged to contact the office if they need to get a message to their student.

If a student uses a cell phone inappropriately, a staff member may ask for the phone and the student will need to get the phone after class or after school, at the teacher's discretion. On the 2nd offense, the teacher will take the phone to the office and the student will need to meet with the principal after school to get the phone. If there is a 3rd offense, a parent/guardian will need to come with the student to meet with the administrator to get the device.

### **CLOSED CAMPUS**

No student shall leave school during school hours unless he/she has obtained permission from the principal or office personnel. Failure to conform to these rules will be regarded as truancy.

### **COMPUTER/TABLET RULES**

- Computers, ChromeBooks and iPads are the property of Big Horn Middle School and may not be used contrary to school rules. A \$50 fine will be paid for damaged/lost ChromeBooks.
- Students are responsible for caring for the device.
- District filters should work on and off campus.
- Students will, under no circumstances, use our computers/iPads to access material that is pornographic, racist, or in any other manner inappropriate.
- Students will not use teachers' computers without permission.
- Any accidental access to inappropriate content should be reported to a staff member.
- E-mail can be used as part of a class with supervision, but should not be used for personal use.
- Students should not "decorate" the ChromeBook with stickers/paint/markers.
- Personal laptops or tablets may be used under the same conditions as a school computer.
- Games will not be played at any time without approval of the teacher.
- Students who do not follow these rules will lose the right to use school computers. Further disciplinary action may be taken as needed.
- Refer to the Acceptable Use policy later in this handbook (this policy is continually under review and can change at any time).

### **CONDUCT AT ATHLETIC EVENTS**

Athletics is an extension of the classroom where academic learning is continually emphasized. The purpose of athletics is to teach self-understanding, responsible action, character building, and commitment to excellence. Through involvement in athletics, students are provided the opportunity to develop both physically and mentally. One of the prime areas of focus in athletics is the development and maintenance of good sportsmanship. Good sportsmanship is demonstrated by the following guidelines:

1. Show respect for all opponents by treating them as guests.
2. Refrain from applauding when an athlete from another team is injured.
3. Show respect for the officials.
4. Understand and appreciate the rules of the contest.
5. Maintain self control at all times.
6. Applaud opponents' performances.
7. Cheer for your team.
8. When you see a good sport in action, follow their lead and then thank them.
9. When a meeting with a coach is needed, schedule a time away from the contest.

### DANCES

Dances are intended for middle school students, and if an out-of-school guest is invited, their attendance should be cleared with the principal. Dancing and music need to be appropriate for a public school setting and will be monitored by sponsors and administrators. Students attending dances will not be allowed to leave the dance and return.

### DRESS REGULATIONS

We all send a message by the way we dress, and we know we behave differently depending on how we are dressed. With attendance at school being required, the school environment is different from being in regular public places. And with the focus on learning in our school, minimizing distractions is important. We expect students and staff to wear clothing that covers the private parts of one's body. Students are expected to dress appropriately and in good taste during school days and school activities held on or off campus. Clothing that is immodest, extreme, or calls undue attention to itself or the wearer, is not appropriate. Clothing which is neat, clean, and in harmony with community standards of appropriate dress and in good taste, is always acceptable. Some of the specifics below are intended to help guide choices before coming to school.

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 as defined by acceptable community standards is not appropriate.

Men need to wear shirts with sleeves. Clothing should cover the front and back of the body. Undergarments should not be visible. Ladies need to wear a top with straps of at least 2 inches on the shoulders. Fingertip length skirts and shorts are a good general rule to follow. Spandex shorts without other shorts covering are not allowed. Headgear is not to be worn in the building. Students with inappropriate clothing will be asked to change. Staff members will do their best to monitor student dress and enforce the policy consistently. But more importantly, students should self-monitor before coming to school and follow policy. Not sure? Ask parents.

### ELIGIBILITY AND CONDUCT FOR ACTIVITIES

Students will be eligible to participate in extracurricular activities as per district policy IGDJ and regulation IGDJ-R. Students need to be proficient on assessments with a score of 3, or actively working with the teacher within the BHMS assessment system to become proficient in order to be eligible. Also, classroom assignments must be turned in on time to be eligible. Grades will be checked Mondays at 8:00 am. Students will be notified as soon as possible if there is a concern with their eligibility. The principal will make the final decision on eligibility with input from teacher and student. Conduct on school trips will be in accordance with policy regulation IGD-R2.

### EMERGENCY SCHOOL CLOSURE

In the event of bad weather or other event, school may be closed or opening may be delayed. Our first notice to families will be the **Thrillshare Automated System**. Notification will also be on radio stations **KROE, KWYO** or **KOTA** Television. Parent contact information that changes should be sent to the office so we can contact parents in case of an emergency.

### FLEX/ENRICHMENT/REMEDATION

Each day, students are able to participate in a ½ hour Flex Period. This is a time when they may get assistance from teachers. They may be assigned to a teacher, especially to complete or even retake an assessment after they have completed the re-learning expectations. If no specific teacher or help is required, students will be expected to read, create, complete work, and even help classmates in need of assistance. All teachers in all classes will provide standards-based remediation for students who need additional assistance to achieve success in the class. In addition, teachers in all classes will provide standards-based enrichment for students who could benefit from additional learning opportunities in the class.

### **FRIDAY SCHOOL**

Fridays in SCSD1 are available for many things. On some Fridays staff members will provide enrichment, social, or athletic activities which may be of high interest, enriching, and provide exposure to learning outside of the regular classroom. Parents and students should support these activities to enhance student learning. And Fridays may also be a time when teachers are available for students to come in and receive extra attention to improve knowledge and learning. If students aren't making adequate progress, especially if they are not proficient, during the regular school week, they may be required to attend school on Fridays to receive re-teaching, re-learning, and remediation until standards are met.

### **HEALTH**

Big Horn Schools have a full-time school nurse who serves the school from 8:00 a.m. to 4:00 p.m., Monday through Thursday. Students must check out at the school office before visiting the nurse's office. If a student becomes ill at school, parents will be contacted by the school office. Parents will pick up their child from school or contact the school with information on who will be picking up the child. The school is equipped to give limited emergency aid only. Parents will be contacted in case of serious injuries which require further treatment.

In this era of the Covid-19 pandemic, precautions and procedures are constantly changing. Students and staff are encouraged to: wash hands regularly, avoid touching faces, keep socially distanced as possible, not attend school if feeling ill and feverish, report to the office if feeling ill.

### **IMMUNIZATION REQUIREMENTS**

The Mandatory School Immunization Law went into effect at the beginning of the 1987-88 school year. It requires all school children K-12 to be fully immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella (German or 3-Day Measles). An official "Record of Immunization" will be required to be on file for all students. Immunization is under the direction of the school nurse.

### **LOCKERS**

Lockers are assigned to all students. Lockers should be kept locked and in order at all times. Each student is responsible for the condition of his/her locker at the end of the year. No stickers, tape, glue, or other such materials are allowed on the lockers. Inappropriate posters, pictures, or materials may be removed from lockers.

### **LUNCH**

The most current prices and menus are available on the district website. Go to the Food Service Tab or <https://www.sheridan.k12.wy.us/page/food-service>

Students are not allowed in the classrooms during lunch without teacher permission. Middle school students can socialize in the cafeteria and then will be expected to participate in recess that will be held outside, weather permitting. Homework, reading, and other club opportunities may be provided by staff members.

Free and reduced benefits remain available for all eligible students. Families may complete applications on the district's website. Paper copies can be picked up from any school office, the District Office and returned to any

of these locations. To receive a copy by mail or email, please contact Denise Manore at (307) 655-9541 ext. 1130 or [dmanore@sheridan.k12.wy.us](mailto:dmanore@sheridan.k12.wy.us). You can also sign up online at <https://www.schoolcafe.com/>

### **MEDICINES DISPENSED AND TAKEN IN SCHOOL**

Students must bring written parental permission for the school to administer any medication. Prescription medication may not be brought to school by a pupil for self-administration without his/her doctor's and parent's written permission. There will be a daily record showing the child's

At times students will be required to attend school on Fridays for disciplinary reasons. Students will arrange transportation and work schedules to fulfill their obligations.

data kept in the school nurse's office where the medication is dispensed. All written notes will be kept on file in the building principal's office. Refer to SCSD#1 policy JHCD-R

In regard to non-prescription medication, students should not bring large amounts of medication like ibuprofen, Tylenol, cold medicine, etc. Students are not to ask other students or staff for medication. Students and staff are NOT to dispense any medication to students except as stated in the above paragraph.

### **PARKING AND PARKING LOT**

Students are to park in the main parking lot in their designated area (yellow parking stalls) or on the street north of the school. Parking is limited to a single marked space. Visitor stalls have been marked and must be reserved for those visiting our campus. When the lot is full you must park on the street. Parking in the lot is a privilege all students have until a problem arises. All drivers must maintain a safe speed and be aware of pedestrians between and around parked cars and along the curbs. Be courteous. Remember that it is the law to buckle up seat belts. Also, avoid distracted driving. (i.e. cell phones, texting, music)

### **PLAGIARISM AND CHEATING**

To maintain high standards of intellectual integrity and academic honesty, all students and faculty must respect knowledge. Anyone who cheats on either a class assignment or an assessment is academically dishonest. Whatever form the dishonesty may take, it will be regarded as an act of cheating and a serious offense that will not be condoned.

*Plagiarism – to steal the language, ideas or thoughts from another, representing them as one’s own work. What this means is the author’s words and ideas are his or hers and a student who borrows either, must acknowledge that fact.*

1. *Intent to plagiarize is irrelevant. “I thought these were my own words; I didn’t mean to” is not an excuse. It is still plagiarized.*
2. *Only copying a sentence here or there is still plagiarism.*
3. *“But I put it in my own words” is still plagiarism. You are still using someone’s thoughts other than your own.*
4. *Every appearance of borrowed material must be acknowledged.*
5. *Copying from another student’s paper is plagiarism.*

### **POWER SCHOOL**

Power School is the administrative software used by Big Horn Schools. By accessing PowerSchool, parents are able to register their students and monitor attendance and grade reporting. Parents will receive information regarding how to access their student’s grades and progress. Parents who have any questions regarding accessing PowerSchool should contact the school office for assistance.

In connection with PowerSchool, every staff member will be using Google Classroom, which is a Learning Management System meant to consolidate learning opportunities and assessments for students.

### **SEARCHES**

School officials have the right to search lockers, book bags, and vehicles. School officials have the same right at school events held off of the Big Horn campus.

### **TARDY POLICY**

Students need to arrive at school and classes on time. The purpose of this policy is to deter students from habitual tardiness and cut down on disruptions to classes. After the fifth tardy during a quarter, the principal will meet with the student, and possibly parents, and the student may be assigned 1/2 hour of detention. These detentions will be arranged with the principal. Individual circumstances will be considered, especially for students depending on others to provide their ride to school each morning.

### **VISITORS POLICY**

Visitors are welcome at our school with prior approval of the principal. Adults need to check in at the office through the Raptor system, which does a quick background check. Our goal for each day of school is learning. If learning is possibly impacted negatively, then the visitor will not be allowed to visit classrooms. Parents may attend classes with their students. Similar aged cousins/out of town friends may visit for one day. Similar aged friends may visit for one day if possibly attending Big Horn Schools in the future. Siblings of a different age group are discouraged from visiting.

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*This Big Horn Middle School Handbook contains  
guidelines that are subject to change as needed.*

\* \* \* \* \*

## ***Acceptable Use Policy***

For Technology/Internet  
Sheridan County School District #1

### **Purpose**

The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications access to information, research and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Authority**

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The district reserves the right to log network use and to monitor file server space utilization by district users. Use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

### **Responsibility**



The district shall make every effort to ensure that students and staff use this educational resource responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the right of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.

### **Guidelines**

Only the authorized owner of the account will use network accounts for its authorized purpose. Network users shall respect the privacy of other users on the system.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for product advertisement or political lobbying.
4. Use of the network for cyber bullying, hate mail, discriminatory remarks, and offensive or inflammatory communication.
5. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
6. Use of the network to access excessive violence, obscene or pornographic material.
7. Use of inappropriate language or profanity on the network.
8. Use of the network to transmit material likely to be offensive or objectionable to recipients.
9. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
10. Impersonation of another user, anonymity, and pseudonyms.
11. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
12. Loading or use of unauthorized games, programs, files, or other electronic media.
13. Use of the network to disrupt the work of other users.
14. Destruction, modification, or abuse of network hardware and software.
15. Quoting personal communications in a public forum without the original author's prior consent.
16. Accessing Chat Rooms or Instant Messenger without teacher permission and supervision.
17. Accessing Web 2.0 Tools such as but not limited to Wiki's, Blogs, Twitter, without teacher permission and supervision.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual.

- Users are not to use a computer that has been logged in under another student's or teacher's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### **Safety**

Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

### **Consequences For Inappropriate Use**

Accessing the district's networked computer system is a privilege, not a right. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses. Employees that violate the terms of this policy may be subject to disciplinary action. Students who violate the terms of this policy may be subject to suspension or expulsion.

The use of District network and computers by employees and staff shall constitute a waiver of any privacy rights that the employee or student may have in e-mail or Internet communications. District computers may be searched by the District at any time to investigate violations of this policy.

### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any information uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

### **E-Mail Policy**

Electronic mail is provided by the School District to conduct business. All documents or electronic messages created and stored on School District Computers or networks are property of the School District and are not considered private. The School District retains the right to access the electronic mail of students and staff if it has reasonable grounds to do so. The contents of electronic mail will not be disclosed other than for security purposes or as required by law. The School District reserves the right to review all email communications. Messages may be retrieved by the School District even though the sender and reader have deleted them. Such messages may be used in disciplinary actions.

## **Sheridan School District #1** *Professional Counselor's Disclosure Statement*

### **Introduction**

Licensed Professional Counselors (LPC) are required by Wyoming law to provide students and their parents with certain information. Included in that information is this "disclosure statement."

Public school counselors provide a support service program to help empower each student to fully function in society by assisting all students to reach their potential through a life-long learning process. We use problem-focused and goal-directed strategies to help students resolve problems in their lives.

**Ethics Regarding a Counseling Relationship**

We will treat you with respect as a unique individual. We are concerned about your educational, career, emotional, and behavioral needs, and we seek to encourage your development in each of these areas. To do this we will occasionally need to share the information necessary to adequately evaluate, counsel, and assist you with your personal, social, academic, or career development needs.

We will abide by all national and state laws pertaining to the ethical treatment of minors. We are governed by the policies, procedures, and standard practices as established by the State of Wyoming Department of Education and Sheridan County School District Number One Board Policy. As Licensed Professional Counselors, we are also governed by the American Counseling Association Ethical Codes and the Wyoming Mental Health Licensing Board.

Counselors must maintain ethical, professional, and social relationship boundaries with their students, including those boundaries that agree that sexual intimacies between a counselor and client are never appropriate.

**Confidentiality**

We will protect the **confidentiality** of information received in our counseling relationship as specified by federal and state laws, written policies, and ethical standards. We will also protect the confidentiality of your school records and release personal data only according to prescribed laws and school policies.

For any of the following matters, legally and ethically, we may break confidentiality and involve others who can help:

- A.** If disclosure is required to prevent clear and imminent danger to you or others.
- B.** If we are made aware of the potential or actual occurrence(s) of physical or sexual abuse of minors, persons with disabilities, or senior citizens.

We will disclose information to an identified third party who is at high risk of contracting a disease from you that is both communicable and fatal, providing that you have not already informed him/her or are not intending to do so.

Confidentiality cannot be guaranteed in group counseling sessions due to their nature and composition. In group counseling, members of the group are always admonished to maintain confidentiality, but this cannot always be ensured.

As counselors we will respect the inherent rights and responsibilities of your parents and may share information with them about you. We are sensitive to the cultural and social diversity among families, and we will adhere to the laws and local guidelines as they pertain to facilitating your maximum development and welfare. We recognize that all parents (custodial and non-custodial) are vested with certain rights and responsibilities for the welfare of their children by virtue of their position and according to the law.

Provisions for Complaints

If we are not able to help you resolve your concerns, or you wish to obtain further information or report a complaint, you may contact the Sheridan School District #1 Superintendent, Jeff Jones, at 655-9541, or the Wyoming Mental Health Professions Licensing Board, 2020 Carey Avenue, Suite 201, Cheyenne, WY 82002 (Phone: 307-777-7788).

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**Submitted by:**

**Renee Arsenault**  
LCSW #328B  
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Austin  
MSSW in Social Work from University of

Texas-Austin  
**Coty Nikont**  
BA in Psychology from University of  
Wyoming  
MS in School Counseling from University of

## Wyoming

### **McKinney-Vento Homeless Education Assistance Act of 2001**

Each State educational agency shall ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.” (Title X, Part C, § 721(1))

The McKinney-Vento program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Homeless children and youth should have access to educational and other services that they need to meet the same State academic achievement standards and State academic assessments to which all students are held. States and LEAs are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success in school of homeless children and youth.

### **Persistently Dangerous School**

The federal No Child Left Behind Act of 2001, at Title IX, Section 8532, entitled “Unsafe School Choice Option,” requires each state receiving funds under the Act to establish and implement a policy requiring that a student attending a persistently dangerous public elementary school or secondary school, be allowed to attend a safe public elementary or secondary school within the local educational agency.

A Wyoming public school is considered to be persistently dangerous if the following condition exists: In any two consecutive years, the school has experienced expulsions (as defined by the Wyoming State Education Code) for drug, alcohol, weapons, or violence that exceed an expulsion rate of 2% per year of the student body or four students, whichever is higher, as figured from the most currently available year’s enrollment. For the purpose of this definition, a “violent criminal offense” shall mean homicide, rape, robbery, and/or aggravated assault (as defined by Wyoming Violent Index Offenses).

Persistently dangerous schools will be identified based on school safety data such as the types and occurrences of violent criminal acts in public elementary schools or secondary schools. Schools at risk of being identified as persistently dangerous will be monitored in an effort to address and correct those areas posing risks within the schools. Parents of students attending schools identified as persistently dangerous will be provided notice of the school status and of the option of allowing their children to transfer to a safe public school.

### **Crisis Management Plan**

A primary responsibility of public schools is to provide a safe and secure environment for students, employees, and the public. Our district has clearly defined policies and procedures for responding to situations that threaten the health, safety, and welfare of students, staff, and community members using our facilities. The district crisis management and prevention plan includes written procedures for taking action and communicating with local law enforcement agencies, community emergency services, parents, students and media in the event of a crisis.

### **Information about Staff**

The new Federal legislation entitled the No Child Left Behind Act requires each school district to provide parents with information about their child’s teachers. If requested by a parent, our district may disclose the following information about staff members’ qualifications:

- Grade level and subject areas in which they are certified
- Status of their teaching certification – full, temporary, or provisional
- College degrees (bachelors, masters, doctorate) and majors

If you would like to request this information please call or write Jeff Jones, Superintendent, 655-9541, Box 819, Ranchester, WY 82839.

**Sheridan County School District #1  
School Board Roster**

PO Box 819  
Ranchester, WY 82839  
Phone: 307-655-9541  
Fax: 307-655-9477

**Meetings: 3<sup>rd</sup> Tuesday  
(except January, April, May & July)**

Month of Board Elections:  
November  
Attorney: Kendall Hoopes  
319 W. Dow  
Sheridan, WY 82801  
Phone: 307-674-7451

**Superintendent**            **Jeff Jones**  
1203 Laurel Ct  
Sheridan, WY 82801  
Phone: 655-9541  
jjones@sheridan.k12.wy.us

**Board Chair**                **Clint Krumm**  
1692 Hwy 345  
Ranchester, WY 82839  
Phone: 307-752-6759  
ckrumm@sheridan.k12.wy.us

Term Expires: 2026

**Board Vice Chair**        **Eric Lofgren**  
PO Box 424  
Dayton, WY 82836  
Phone: 751-8206  
elofgren@sheridan.k12.wy.us

Term Expires: 2024

**Board Clerk**                **Chad Baker**  
6 Sanctuary Drive  
Sheridan, WY 82801  
Phone: 751-5921  
cbaker@sheridan.k12.wy.us

Term Expires: 2024

**Board Treasurer**

**Mercedes Biteman**  
PO Box 283  
Ranchester, WY 82839  
Phone: 752-2827

Term Expires: 2024

**Board Trustee**

**Bill Adsit**  
48 Box Cross Rd  
Sheridan, WY 82801  
Phone: 752-1161

Term Expires: 2026