

Tongue River Middle School

“Mutual Respect, Mutual Responsibility”

Student Handbook

2023-2024



TRMS Staff and Contact Information

TRMS Office: #655-9533

TRMS Principal:	Jennifer Fiedor	Ext. 1032
TRMS Administrative Assistant:	Jackie Giltz	Ext. 1044

TRMS Faculty

7/8 Science:	Susie Fisher	Ext. 1041
7/8 Math:	Ashley Metesh	Ext. 1040
7/8 Language Arts:	Jessica Finn	Ext. 1036
7/8 Social Studies:	Cody Koch	Ext. 1038
6-8 Technology:	Dawn Kenneda	Ext. 1039
	Brett Schwieder	Ext. 1039
6-8 PE:	Ryan Alley	Ext. 1033
6-8 Art:	Brett Schwieder	Ext. 1060
6-8 Band/Choir:	Dawn Kenneda	Ext. 1039
Special Education:	Amy Prehemo	Ext. 1042
Special Education:	Jade Seiler	Ext. 1035
6th Language Arts/Social Studies:	Samantha Gilbert	Ext. 1037
6th Math/Science:	Scott Schroder	Ext. 1043
School Nurse:	Emily Lewis	Ext. 1126
Guidance Counselor:	Keri Braunberger	Ext. 1034
Media Center/Library:	Emily Barker	Ext. 1045
Reading	Eryn Edens	Ext. 1163
Building/Grounds Coordinator	Blain Kerns	Ext. 1134

**“It is amazing what you can accomplish if you do not care who gets the credit.”
-Harry S. Truman**

Board of Education

Clint Krumm, Chad Baker , Bill Adsit, Mercedes Biteman , and Eric Lofgren

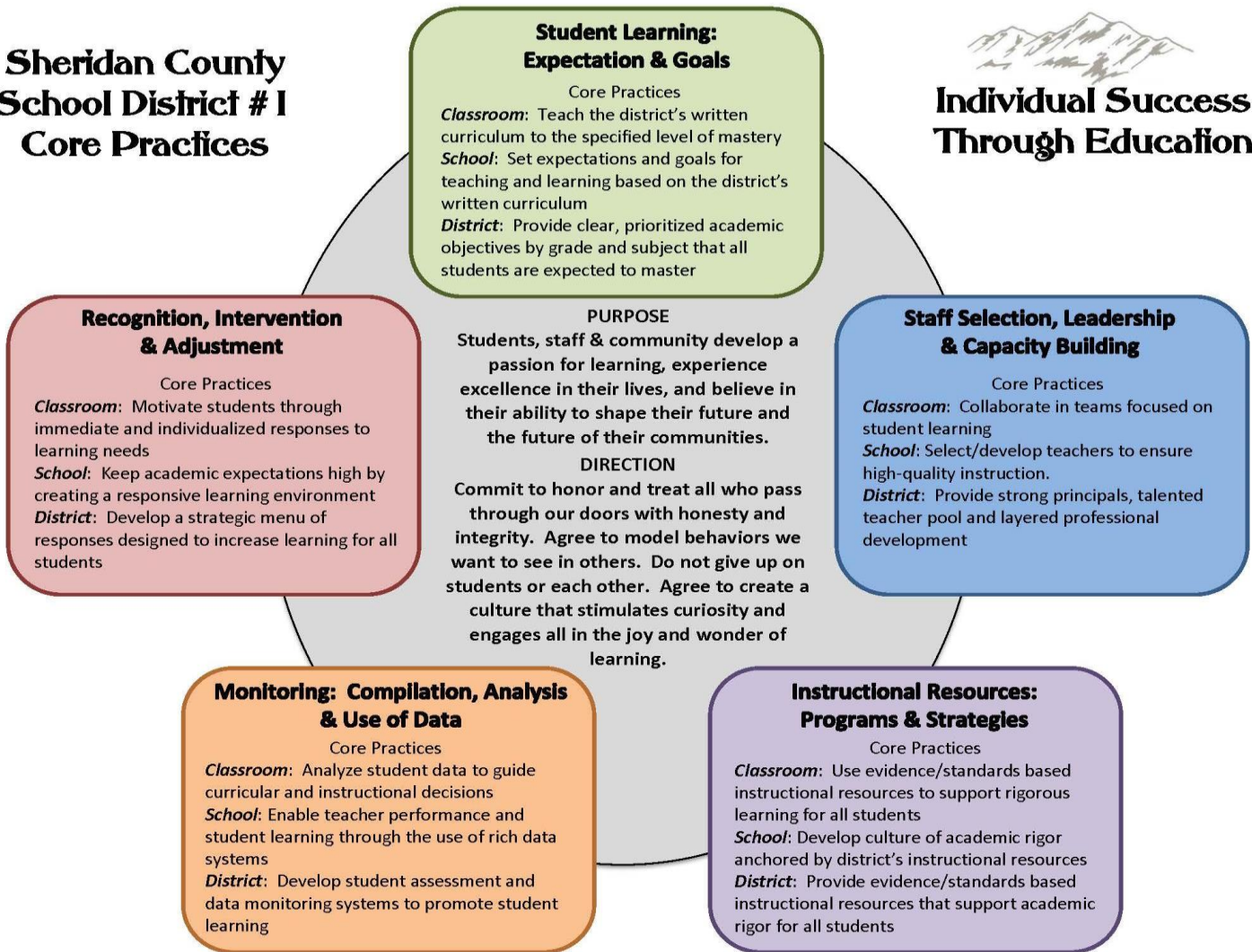
Superintendent

Jeff Jones

Sheridan County School District # 1 Core Practices



Individual Success Through Education



Welcome

Welcome to Tongue River Middle School! Our mission is "Mutual Respect, Mutual Responsibility Every Day." To

us, that means every single person on the TRMS team (staff, students, and parents/guardians) is in this together; to treat

one another with respect and accept our individual responsibility to lead by example every day! When we do this, we create the ideal environment for teachers to teach, and students to learn.

Arrival at School

Students should not arrive at school earlier than 7:30 a.m. when our responsibility for supervision of students begins. Students are allowed inside the building at 7:50 a.m. If there is inclement weather, there will be an orange cone placed near the front door of the school. This means all students are allowed to come inside at 7:30 a.m.

School Hours

Regular school hours for students are 8:00 a.m. to 4:00 p.m. and staff 7:30 a.m. - 4:30 p.m. Monday-Thursday.

Students may be dismissed during school hours for an appointment or for personal reasons of the parent. To safeguard your child, requests for dismissal must be communicated in advance with the front office. Once a student arrives at school they may not leave without permission from the front office. Before the student is released, the parent must come to the front office and sign the student out.

Friday School

Students may be REQUIRED to attend Friday school (8:30 a.m. - 11:30 a.m.) to remain in good standing both academically and behaviorally. If a student skips an assigned Friday School, further disciplinary action will be assigned.

Student Intervention Team (SIT)

The SIT is a school-based team that applies a problem solving process to find solutions for students in different situations such as: enrichment, remediation, social, emotional, behavioral, etc. Students, parents, or staff can initiate the process by contacting the principal.

EAGLE - After School Program (Expecting Academic Growth Leadership and Effort)

ALL students are invited to meet with teachers after school to receive extra help with their academic work. However, students with two or more missing assignments will be required to attend the EAGLE program until they have all assignments caught up. The EAGLE program lasts from 4:00-4:30 p.m. Monday - Wednesday.

Grading System

Please refer to the Grading Handbook available online at each school.

Grading, Progress Reporting, and Honor Roll

Final grades are only posted at the end of the first and second semesters. Progress reports (not final grades) are posted at the end of the first and third quarters. Parents who have internet access may have daily access to their student's grades, and attendance through the school's Power School program. Parents must request a password from the office after presenting a picture ID. Grade cards will be issued following the close of each quarter. Incompletes must be removed within two weeks after the distribution of grades or the incomplete becomes an F. No incomplete grades will be given during the 4th quarter.

Admission of Students (Policy JEC)

Resident Students

Any educable child of specified age or who meets specifications established by Wyoming statutes and who is living with a natural parent, or parent by legal adoption, or guardian, who actually resides within the boundaries of the Sheridan County School District #1, shall be permitted to attend the public schools of Sheridan County School District #1, Wyoming, without payment of tuition, unless otherwise prohibited by the policies, rules and regulations of the Board of Education of Sheridan County School District #1, Wyoming. SCSD#1 will not pay tuition for students attending school in other districts except as may be mandated by the State of Wyoming or the Federal Government.

Non-Resident Students (Board Policy JECB)

Non-resident students may be admitted to the Sheridan School District #1 when such action appears appropriate. Non-resident students must fill out an application. The District reserves the right to deny any application it deems necessary. Some of the factors to be considered prior to rejection or acceptance are as follows:

1. Any student suspended or expelled from another district whether located in or outside the state, for the duration of the suspension or expulsion regardless of whether or not the student establishes residency within the district.
2. The school district will not provide transportation for non-resident students except on regular bus routes running within the boundaries of this school district. Exceptions to this policy may be made only with the express consent of the Board of Trustees and any adjacent school district, which would be affected.
3. Every non-resident student attending the school district may be required to have a person of adult age agree to be responsible for the student with regard to all educational decisions and who can authorize emergency medical treatment and care.

Other Guidelines

1. In the semester review, the following items will be considered to determine continued enrollment:
 - a. Attendance
 - b. Grades
 - c. Disciplinary record
 - d. Academic progress toward graduation
 - e. Level of positive influence on school environment

Withdrawal of a Student

A student planning to withdraw from Tongue River Middle School or High School should report this intention to the principal's office and pick up a withdrawal form. If the student is under 18 years of age, the form must be signed by a parent/guardian. Signatures are also obtained from the teachers, librarian, and office staff to indicate grades and any fines/refunds that need to be settled.

Attendance Policy (JED-R)

Regular attendance is of prime importance in the educational process. All students are expected to attend school on a consistent basis to ensure optimal learning. Excused absences are those resulting from illness of the student, family obligations, or absences arranged in advance through collaboration with the principal. Attendance regulations will be adopted in accordance with Wyoming state statutes W.S. 21-4-104 (a)(ii), compulsory education, and W.S. 21-4-107, habitual truancy.

Absences and Excuses (JED-R)

Absence: Absence is defined as “any time a child is not in school”. This includes partial days, or class periods for grades 6-12 (if a student misses more than two hours of school, K-5 it will be counted as 1/2 day of absence), and full days.

Unexcused Absence: Unexcused absences are determined at the discretion of the school principal. These will include missing school without a valid excuse. On the 3rd unexcused absence in an academic year, the student will be reported to the county attorney for truancy prevention. On the 6th unexcused absence in an academic year the student will be reported to the county attorney for truancy and Educational Neglect will be pursued.

Excused Absence: Absences occurring during school hours shall be considered excused absences for the following reasons: illness of the student, death in the family, medical or dental, observance of religious holiday, or for any reasons for which the principal considers that exemption from attendance is in the best interest of the student.

Steps To Be Taken by the Sheridan County School District #1 Schools To Ensure Good Attendance for All

- Schools will make sure that school attendance policies are provided to the parents/guardians of all students on a yearly basis or during any registrations.
- If a student is absent on any given day and the office has not been contacted by the parent/guardian, the school office will call the home to verify the absence.
- On the 4th excused absence of the academic year, the school will make a “personal contact” with the student’s parent/guardian by either the principal or other office staff. A letter may be sent home and a meeting may be scheduled.

NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined by the principal or designee to be reasonable, no parent contact/meeting or letter may be necessary.

- Following the 8th excused absence of the academic year, a letter will be sent home to the parent and the principal will contact the parent to set up a meeting. The following steps will take place at this meeting:
 - Discussion of the reasons of the excessive absences
 - Review the historical attendance issues for the student
 - Develop a plan of improvement with parents and the student.
 - Discussion of make-up work, remediation, summer school, etc.
 - The school may request doctor’s verification for prior student absences and/or require them for future absences due to illness.

NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined by the principal or designee to be reasonable, no parent

contact, disciplinary actions (if any), meeting or letter may be necessary.

- Following the 12th excused absence of the academic year, if the previous meetings and interventions have not resolved the attendance issue, a letter may be sent home and another meeting scheduled with the parent/guardian, student, and principal. The meeting will address the following:
 - Review of the attendance/academic problem/s
 - Description of previous agreed upon solutions from previous meeting/s
 - Outline of actions/interventions/consequences moving forward.

NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined by the principal or designee to be reasonable, no parent contact, meeting or letter may be necessary.

- When a student has reached 16 or more excused absences in an academic year, and prior meetings, contacts, contracts, and interventions have not been successful, after receiving all attendance documentation, the school may make a referral to the appropriate authorities under the Children in Need of Supervision Act and/or the Department of Family Services. A letter will be sent by registered or certified mail and the principal will contact the parents to let them know of this action.
- A student’s attendance record from the previous year may be reviewed and applied to the following year for attendance issues.

NOTE: Sheridan County School District # 1 is committed to work intensely with parents in providing a meaningful and consistent program for a child’s attendance. The school and school district will make an earnest and consistent effort to improve attendance and to provide meaningful educational programming while working with the parents/guardians and students regarding school attendance.

Tardy Policy

Tardies to a teacher’s classroom are handled by the classroom teacher using the Refocus Form. Students are considered tardy when they are not in their classroom when the tardy bell rings. Tardies to school (arriving late to school after the 8 a.m. bell) are handled by the school principal as follows:

✓ 4th Tardy	Lunch Detention
✓ 5th Tardy	One Week Lunch Detention
✓ 6th Tardy	Two Weeks Lunch Detention
✓ 7 or more	Lunch Detention for Balance of Semester

*Each student will start with a clean record at the beginning of each semester.

Truancy

Truancy will be handled as provided by Wyoming State Statute (a) an unexcused absence is defined in the policies

of the local board of trustees, of any child required by this article to attend school when such absence is not excused to the satisfaction of the board of trustees (b) "habitual truant means any child with five (5) or more unexcused absences in any one (1) school year (c) any parent, guardian or custodian of any child to whom this article applies who willfully fails, neglects, or refuses to comply with the provisions of this article shall be guilty of a misdemeanor and shall be punished by a fine of not less than five dollars (\$5) nor more than twenty-five dollars (\$25) or by imprisonment in the county jail not more than ten (10) days or by both such fine and imprisonment (W.S. 21-4-106).

Homebound (Policy IGBG)

In case of serious illness, the parent may request homebound instruction. Sheridan County School District #1 will provide instruction to help the hospitalized or homebound student to keep up with regular class work if the child is physically incapable of attending school, but is still capable of benefiting from a formal education program.

Dress Code

Appropriate dress and personal appearance are an individual responsibility, and are integral to the educational environment. Clothing or dress that is immodest or disruptive to the educational process, or that poses a safety hazard, shall not be worn. All suspected violations of the dress code will be handled by, and are at the discretion of, the principal. The following dress code guidelines have been reviewed and approved by the Board of Education. They are applicable during the school day and at all school-sponsored activities unless permission is granted to deviate from the code.

1. No spaghetti strapped garments, halter-tops, or see through clothing shall be worn. Tank tops are allowed as long as they fit snug around the arms. Undergarments should not be visible due to improper covering.
2. Garments must be of modest length. Because it is common for students to have very long legs at this age, shorts do not need to be at mid-thigh. However, shorts should completely cover the student's buttocks and the hem of the shorts should be at the back of the leg rather than the bottom of the buttocks.
3. Skirts should be near mid-thigh in length.
4. Leggings and/or yoga pants that are too thin, or are not modest in nature, will not be allowed.
5. Pajama bottoms are for sleeping; not for school.
6. Hats and sunglasses must be placed in the student's locker upon entering the school.
7. Clothing displaying drug, alcohol, or other offensive advertisements, obscene, profane, racist, or suggestive slogans are not appropriate and shall not be worn.
8. Students are required to wear shoes.
9. Any method of dress other than those listed that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted.
10. Wearing your hood inside the building is not allowed.

Students wearing clothing that is not permitted will be asked to solve the problem that aligns with our dress code. Repeated dress code violations will result in an office referral.

Passes

A student needing to leave their assigned class for any reason shall use the classroom passes, from that specific teacher in charge. All students in the halls during classes must be escorted by a teacher or have a pass.

Cell Phones, Earpods, Headphones, and Making Calls From School

Students are not allowed to use their cell phone during school hours (8:00 a.m. - 4:00 p.m.) The only exception is during lunch break. Students are allowed to carry their cell phone with them as long as they respect the cell phone policy. If a student violates the policy, the principal may require the student to keep their cell phone in his/her locker during the school day. Repeated violations may result in the principal requiring the student to keep their cell phone in the front office during the school day. Headphones, earpods, etc. are not allowed without permission from a classroom teacher. Teachers may ask students to put their cell phones in the classroom cell phone caddy during class.

Students are able to use classroom phones, after receiving permission from the classroom teacher, and the office phone, with permission from office staff.

Behavior with Guest Teachers

When we have a guest teacher in our school, the expectation is that our students treat them with the utmost respect. This means that students are polite, helpful, and follow directions. Students who are not following the rules with a guest teacher will be sent to the school principal. Depending on the behavior, consequences may include an office referral and appropriate disciplinary action.

Fundraising at School

1. Students are not to sell to teachers between 8:00 a.m. and 4:00 p.m. on school days.
2. Students who are selling items should be sure that they are not using their fellow students as a captive audience. Any selling should be on a convenience basis.

Visitors

Students and teachers are actively learning and teaching. The best time for visitors is during your child's lunch period. Please make sure to sign-in to the office prior to entering the lunchroom. **Visitors are allowed to visit the classrooms, but arrangements must be made prior to the visit with both your child's teacher and principal** (Board Policy KK).

Internet "ACCEPTABLE USE POLICY"

At TRMS, the following will be expected from the users:

1. Follow the teacher's directions and rules
2. Respect other's work, data, bookmarks, etc.
3. Access and create information appropriate for the educational environment
4. Respect copyright policies
5. Utilize all hardware and software for intended purposes
6. Observe "etiquette"
7. All board policies regarding computer use apply.

Guidance Services

The Counseling Office is available to students. Any student who would like to see the counselor should stop by the counseling office to make an appointment. In an emergency situation a student can ask for a pass from a staff person.

With a counselor or social worker, a student might want to discuss classroom problems, hassles with friends, difficulties with studies, personal concerns, advice about course selections, types of jobs available and training needed to get those jobs or any other questions or concerns that might arise. A counselor & social worker are here for the students to find solutions to their problems. Anytime you need to talk

to someone, feel free to contact your counselor. Your counselor is here to listen and to help.

Professional Counselor's Disclosure Statement

Introduction

Licensed Professional Counselors (LPCs) 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 solution-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 governed by the American Counseling Association Code of Ethics 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 serious and foreseeable harm 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.
- C. 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 Superintendent of Sheridan County School District #1, Jeff Jones, at 655-9541, or contact the Wyoming Mental Health Professions Licensing Board at 2001 Capitol Avenue, Room 105 Cheyenne, WY 82002 (Phone: [307-777-7788](tel:307-777-7788)).

Submitted by:

Keri Braunberger

LPC -1320

Bachelor's Degree in Elementary Ed.

Master's Degree in Counseling

Use of Library and Library Materials

- Students may check out books or magazines for two weeks. Students may check out reference materials overnight.
- If you lose any library materials, you must pay the replacement cost of the item. If you later find the item and return it to the library, your money will be refunded. Fines collected for lost or damaged items will be used to purchase new books for the library.
- Be considerate of your classmates- return ALL library materials on time.
- Food or drinks are not allowed near the computer area of the library.

Rules for Activities

1. If a student leaves an activity, they may not return.
2. All students and fans are asked to behave in a sportsman-like manner.
3. At sporting events, feel free to cheer for your team, but never against the opponents.
4. We ask that everyone treat the officials with respect. There is a reason why there is a nationwide shortage of officials.
5. If you would like to invite a guest (any person who does not attend TRMS), you must get permission from the principal 24 hours before the dance.

Vandalism Against School Property (Policy ECAB)

The Board of Trustees will seek restitution for loss and damage sustained by the District because of malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles.

Adults who are apprehended will be held responsible for any loss of damage. Parents or guardians of juveniles under the age of 18 are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the superintendent.

The principal will notify the superintendent of any loss of, or damage to, District property. The principal or administrator in charge will be assigned to investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with

appropriate personnel.

When a juvenile is involved, the principal will contact the parents at the conclusion of his investigation and apprise them of their legal responsibility. He will then notify the parents in writing of the amount of loss or damage sustained by the district. A routine procedure will be followed for any necessary follow-up to secure restitution from the responsible party

Juveniles or their parents will make restitution payments to the business office and their accounts will be credited accordingly. Persons of legal age will be held responsible for their own payments. If necessary, provisions may be made for payment in several installments. Accounts not paid in full within a specified time may be processed for legal action.

Immunizations

Under the Wyoming state law (W.S. 21-4-309) K-12 students are required to be fully immunized against vaccine preventable diseases as designated by the State Health Officer. An official record of immunization is required to be on file for all students. Wyoming state law allows medical and religious waivers to vaccination, and can be obtained from the State or County Health Officer by submitting written evidence of religious objection or medical contraindication to the administration of any vaccine. If you have any questions concerning the requirements contact your personal physician; Emily Lewis, Tongue River School Nurse, 655-2206.

NOTE TO STUDENT ATHLETES: Your athletic form does not go to the health office. Please make sure any immunization is sent to the MAIN office.

MEDICATIONS AT SCHOOL MEDICINES DISPENSED AND TAKEN IN SCHOOL

The following procedure has been established to provide for pupils on medication so that they may attend school:

1. No school employee will prescribe any medication (including non-prescriptive medications).
2. All medication must be under lock and key in the office. The nurse will dispense all medication. In the nurse's absence, it will be left up to the principal's discretion.
3. An exception to the above rule may be granted by the school nurse, when according to her/his professional judgment, it is in the student's best interest for him/her to carry their own medication (i.e., an inhaler for asthma). The parent must fill out an authorization for medication.
4. There must be a daily record showing the child's name, the date and time the medication was taken, and the signature of the person who dispensed the medication.
5. The building principal must have on file, written information and instructions which includes:
 - a. Name of child
 - b. Name of drug
 - c. Name of doctor
 - d. The dosage to be administered
 - e. The frequency of administration
 - f. Possible reactions to the medication
6. The building principal must have on file parental written permission for the school to administer the medication.
7. Prescription medication may not be brought to

- school by a pupil for self- administration without a doctor's or parent's written permission. The written permission is to be kept on file in the health office.
8. It is strongly recommended that the parent bring the medication to school with a one to two week supply for administration.
9. The parent is responsible for notification in writing to the building principal or school nurse whenever there is any change in the dispensation of the medication.
10. A building principal or school nurse may impose more restrictive regulations when concerning specific situations.
11. The building principal is responsible for developing a list of school staff responsible for administering medication. A recommended list is:
 1. Nurse
 2. Administrative Assistant
 3. Principal
 4. Teachers
 5. Paraprofessionals
12. The building principals and the school nurse are responsible for providing their respective staff members with an in-service on the requirements of this policy.

Alcohol Use and Drug Abuse by Students (JFCH-JFCI)

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. The Board is concerned about the community problem of alcohol and drug abuse and further recognizes that the use of alcohol, narcotic drugs, depressants, and other controlled substances illegally or inappropriately constitutes a hazard to the positive development of students. Therefore, the Board requires:

1. The education of students to bring about awareness and understanding of the dangers inherent in the use of alcohol and controlled drugs.
2. The provision of counseling services that will make it possible for students to seek and get counseling for drug related problems.
3. Emergency health and safety care which may be appropriate for students under the active influence of drugs while at school.
4. The prohibition of the use, possession, or distribution of alcohol, E-Cigarettes, Vaping pens and illegal drugs on school property or in connection with any school activity. Violation of this prohibition shall be cause for a parental conference. When controlled drugs are involved, law enforcement agencies will be notified. The student will be suspended from school and may be recommended for expulsion.

TRMS Core Beliefs

- *Every attempt will be made to maintain the dignity and self-respect of both the student and the adult.
- *Students will be guided and expected to solve their problems without creating problems for anyone else.
- *Students will be given opportunities to make decisions and live with the results, whether the consequences are good or bad.
- *Students will have the opportunity to tell their side of the story. (Due Process)
- *There should be a logical connection between behaviors and the resulting outcomes.

Classroom Discipline Policy/ Refocus Form

Students are in school to learn, teachers are placed in our classrooms to teach, and we are going to maintain an environment that is conducive to learning.

If a student's behavior is becoming a problem in the classroom, the teacher is to ask themselves:

- Is this behavior making it hard for me to teach?
- Is this behavior making it hard for this student to learn?
- Is this behavior making it hard for other students to learn?

If the answer is yes to any of the above, then the student may be asked to fill out a Refocus form. This form requires the student to reflect on their behavior and problem solve with the teacher, a positive resolution. The progression of steps, **per class**, with the Refocus form is as follows:

- #1 - Teacher conferences with the student.
- #2 - Teacher conferences with the student and notifies the parent.
- #3 - Student is referred to the principal. Principal conferences with the student and parent. Student receives an office referral and consequence.
- #4 - Student is referred to the principal. Principal conferences with the student and parent. Student receives an office referral and consequence.
- #5 - Student is referred to the principal. Principal conferences with the student and parent. Student receives an office referral and consequence.
- #6 - Student is referred to the principal. Alternative placement options are discussed with the student and parent.

*Students start with a "blank slate" at the beginning of each school semester.

Plagiarism and Academic Dishonesty

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.*

Consequences for Plagiarism / Academic Dishonesty:

Each time it is determined that a student has plagiarized or has been academically dishonest, the student will be expected to correct his or her mistake and complete the work (or an equitable alternative assignment, per teacher discretion). Also, the teacher will fill out an office referral and forward it to the school principal. The principal will review each individual case, consider all factors involved in each situation, and determine the appropriate consequence. Repeat offenders can expect more severe consequences.

Bullying Protocols (JICFA)

Bullying is a serious problem in schools across our state and nation. Wyoming law now states that school districts must have in place a bullying policy. Sheridan County School

District #1 is in compliance with such a policy and will not tolerate bullying in our schools. Bullying comes in many forms: from face-to-face, electronic, cyber, and 3rd person and none will be tolerated in Sheridan County School District #1. Below is the protocol for dealing with situations involving bullying:

Step 1: *Notify a teacher, counselor or principal*

Step 2: *Incident will be investigated*

Step 3: *Parents are notified*

Step 4: *Consequences provided*

Bully Buster Form

Bully Buster Forms are available in the main hallway, the classrooms, and at the front office. Any student who is aware of bullying should fill out a Bully Buster and give it to the Principal, Ms. Fiedor.

SAFE 2 Tell

The State of Wyoming, as a result of Sandy Hook and other school tragedies, passed legislation critical to creating safe schools and communities for Wyoming's youth. In 2016, SF-0097 was passed, which created a tip line for students, educators, parents and the community to relay information confidentially concerning unsafe, potentially harmful, dangerous, violent or criminal activities, or the threat of such activities, to appropriate law enforcement and public safety agencies and school officials. **To learn more or make a confidential report visit: <http://safe2tellwy.org/index.php> or call 1-844-WYO-SAFE**

Stormy Weather and/or Emergency Phone Broadcast

Parents and guardians of Sheridan County School District #1 will receive immediate broadcasts of urgent information on the phone thanks to a partnership with **Thrillshare**, a service that allows a recorded message to be delivered to the thousands of phones in the community in an instant. The system enables district and school personnel to simultaneously notify all households and parents by phone within minutes of an emergency or unplanned event that might cause early dismissal, school cancellation or a late start. Messages are in the voice of a principal or someone else from the district and include all pertinent information about the emergency.

Parents need not to register for the service; all phone numbers currently in the district's student information system, PowerSchool, are available for use by the broadcast system. Personal information and contact numbers are strictly secure and confidential, and families will not receive any non-school messages as a result of this service. For more information about how **Thrillshare** will be used by the district, and to learn more about how to get the most out of it at home, review the district website.

Crisis Plan

A primary responsibility of public schools is to provide a safe and secure environment for students, employees, and the public. Sheridan County School District #1 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 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. You can view the Sheridan County School District #1 Crisis Plan on the district website: <http://www.sheridan.k12.wy.us/> under Parents-Students.

Student Release in Times of Crisis

If the district has activated its crisis plan and enacts the Student Safety and Release procedure, parents will receive a message through the automated calling system (***Thrillshare***). This message will include information about where and when students may be picked up and other critical details. Regardless of the circumstances, students will be released only to a parent/guardian or a previously identified emergency contact person; all adults will be required to provide a driver's license or another form of photo ID.

Bus Riders - "Don't Lose Your Riding Privilege!"

While the Board of Trustees provides pupil transportation according to policy, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the morning bus. Once a child boards the bus, he or she falls under the supervision of the school district. Such supervision shall end when the child is delivered to the regular bus stop at the close of the day.

Students may only get off at their regular bus stop unless they provide a written note to the bus driver in advance.

Follow These Rules

1. Respect the bus (do no damage and keep clean)
2. Respect the driver (pay attention to what they say and follow directions)
3. Respect each other (no bullying or horseplay)

PROCEDURE FOR DEALING WITH BUS MISBEHAVIOR

A form will be used to communicate with parents or guardians when their student is misbehaving. The form must be signed by the parent or guardian and returned to the transportation department when appropriate. We are charged with the responsibility of safely transporting our students. Disruptive behavior by students that may be distracting to the driver will not be tolerated. The consequences of misbehavior are as follows:

1. The receipt of the first misconduct notice generally serves as a warning. Parents and students are urged to take corrective action to insure that misbehavior does not reoccur.
2. The receipt of a second misconduct notice will result in the loss of bus service for one (1) day. Every effort will be made to meet with the student to discuss the misbehavior.
3. The receipt of a third notice will result in the loss of bus service for a period of five (5) days. A meeting with the student will be conducted whenever possible.
4. The receipt of a fourth misconduct notice will result in the suspension of bus service for the remainder of the semester, or thirty (30) days, whichever is longer. The parents may request a hearing on the matter, which may include the superintendent, principal, transportation director, driver, student, and the parents.

Serious misconduct will be grounds for immediate dismissal from the bus without regard for the number of previous notices.

Athletics

The Board believes that student activities are a vital part of the total educational program and should be used as a

means of developing wholesome attitudes and good human relations, as well as knowledge and skills. Please see the Sheridan County School District #1 Student/Parent/Guardian Activity Handbook.

Information About Staff

Federal legislation 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/subject areas in which they are certified
- Status of their certification – full, temporary, provisional
- College degrees (bachelors, masters...) and majors

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

Sharing Student Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Sheridan County School District #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
- Telephone listing
- Grade level
- Participation in officially recognized activities/sports
- Height 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/student production/sports
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs

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. Should you have questions contact Jeff Jones at the Central Office (655-9541), or send your written communication to Wanda Orchard, Box 819, Ranchester, WY, 82839

Unsafe School Choice Option

The federal legislation- 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.

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 Wyoming State Standards and Assessments to which all students are held. States and local education agencies 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. For more information, contact Laurel Main, At-Risk Coordinator, at 655-9541.

Parent/Students Rights in Identification, Evaluation, and Replacement **(Section 504 of the Rehabilitation Act of 1973)**

The following is a decision of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference. You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling educator.
2. Have the school district advise you of your rights under federal law.

3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A. PL 94-147).
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant information relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the ADA/504 coordinator listed below:
SCSD#1 Special Education Director, Laurel Main

Employee/Student Sexual Harassment

Sexual harassment will not be tolerated in the Sheridan County District #1. Sexual harassment of employees or students of the employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual is used as the basis for employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has

the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee. (Board Policy ACA.)

An Equal Employment/Educational Opportunity

The Sheridan County School District #1 Board of Trustees believes that discrimination has no place in public education. Schools should be open to all who wish to enjoy their benefits. This right should not be curtailed because a student possesses characteristics, which do not conform to majority patterns. In accordance with the General Education Provisions Act (GEPA), the district will assure equal access and participation of all students regardless of gender, color, race, disability, national origin, or age, and will remove barriers to learning that would limit participation in

Your child may be screened by the school nurse or healthcare professional in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the school nurse with written notification. The school nurse or healthcare professional will notify you should any of these screening results indicate a concern.

educational activities. The district shall also be responsible for providing materials and equipment to assure equal access.

REF: Policies IGB, IGBA, IGBFA, IGBG, IGBJ, IHBC,
20 U.S.C. 1703, Equal Employment Opportunity Act of 1972
20 U.S.C. 794, Rehabilitation Act of 1973, Section 504
20 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII
20 U.S.C. 1401, Individuals with Disabilities Education Act
42 U.S.C. 12101, et seq., Americans with Disabilities Act
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools who can be reached at (307) 655-9541, P.O. 819, Ranchester, WY 82839 or to the Assistant Secretary for Civil Rights, U. S. Department of Education.

NOTE:
The policies, rules, and regulations listed in this handbook are subject to revision at any time that the administration would see fit. Any rule, which when broken violates civil laws, must be reported to the local police department.



Students and parents/guardians, please sign the final page of this handbook and return it to the front office within one week of the first day of school.

RECEIPT OF STUDENT HANDBOOK

I, _____, do hereby acknowledge receipt of the student handbook for 2023-24. I have read, and understand the contents. I also understand that during the course of the school year, changes that need to be made and deemed appropriate by the Board of Trustees, the superintendent, or the building principal, could be made.

As a condition of enrollment, I am required to abide by all regulations contained in this handbook, as well as other policies established by the Board of Education. If I choose not to abide by the regulations contained in this handbook, any other policy established by the Board of Education, or any reasonable requests by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

Student Signature

Date

Parent/Guardian Signature

Date