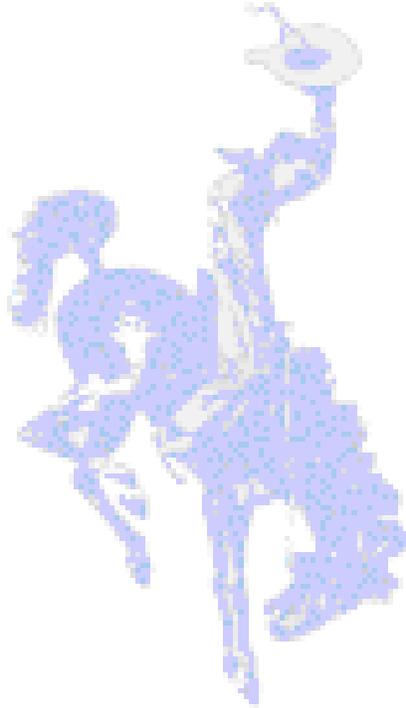


Shoshoni Wranglers



404 Wrangler Way

SHOSHONI, WY 82649

Secondary office 876-2576 Fax: 876-9325

Administration 876-2583 Fax: 876-2469

Elementary office 876-2563 Fax: 876-2542

Website Address: www.shoshonischools.org



: <https://www.facebook.com/shoshoniSchools/>

7-12 STUDENT & PARENT HANDBOOK 2021-2022

PARENT INFORMATION

PARENT SUPPORT

If you have a concern but feel uncomfortable approaching a specific teacher or the principal, please be aware that the district can help you to find a staff member to support you in contacting the principal or teacher of concern. Please call the office for more information.

PARENT PARTICIPATION

Parents are encouraged to be a part of their student's education. There are opportunities for you to be active at the school in the following capacities:

- a. Chaperone class/field trips
- b. Chaperone dances
- c. Participate on committees
- d. Concessions at extracurricular activities

TABLE OF CONTENTS

ADMINISTRATION	4	Honor Graduates	30
BOARD OF TRUSTEES	4	Honor Roll	30
FCSD #24 Strategic Plan Summary	5	Lockers	30
VISION	5	Movies	31
MISSION	6	National Honor Society	31
WE BELIEVE	7	Out of District Students Currently Enrolled	31
SCHOOL SONG	7	School Insurance	31
SHOSHONI SCHOOL HISTORY	8	School Lunch Program	31
SHOSHONI SCHOOL STAFF	9	Student Vehicles	32
SCHOOL CALENDAR	10	Visitors	32
BUILDING HOURS	11	Athletic/Activities Information	32
Secondary Bell Schedule	11	Athletic Participation	32
Student Appearance	12	Athletic Awards	32
STUDENT DISCIPLINE	13	Clubs, Organizations, and Activities	33
Off-Campus Activities	21	Class Sponsors	33
Student Grievances/Chain of Command	21	Student Council	33
Attendance Rules and Procedures	22	CO-CURRICULAR ELIGIBILITY	33
Attendance Procedures	22	Participation Requirements	34
Attendance Definitions	23	NCAA Eligibility	35
Tardies:	24	Alcohol / Tobacco / Drug Procedures	35
Red Zone	24	BOARD POLICIES	37
End of Year Check Out	24	JECD HOMELESS CHILDREN	37
Withdrawal from School	24	JFCH -Alcohol Use And Drug Abuse By Student	37
GENERAL INFORMATION	25	Sexual Harassment	38
Announcements	25	JGE - Weapons Policy	38
Assemblies	25	JHCD – ADMINISTERING MEDS TO STUDENTS	39
Assessment Testing	25	JICFA-Harassment, Intimidation And Bullying	40
Bicycles, etc.	25	JLJ - SECLUSION AND RESTRAINT IN SCHOOLS	41
Buses	26	FERPA Information	41
Change of Address	27	KIB - SEX OFFENDERS ON SCHOOL PROPERTY	43
Class Changes	27	GBR – COPYRIGHT POLICY	43
Class Organization	27	JECF – LEGAL GUARDIANSHIP	44
Dance and Party Rules	27	DISCRIMINATION PROHIBITED	45
Drills and Evacuation Procedures	28	VOLUNTEER POLICY AND PROCEDURE	46
Emancipated Minor	28	Parent Release	49
Fundraisers	28		
Graduation Ceremony	29		
Homecoming and Prom	29		

ADMINISTRATION

Christina Mills

JH/HS Principal ♦ cmills@shoshonischools.org

Bruce Thoren

Superintendent ♦ bthoren@shoshonischools.org

Ted Robinson

Special Ed Director ♦ trobenson@shoshonischools.org

Andrea Gilbertson

Elementary Principal ♦ agilbertson@shoshonischools.org

BOARD OF TRUSTEES

Amanda Slack

Jennifer Gardner

JJ Pingetzer

Emily Jarvis

David Maddock

Lynn Thompson

Gavin Woody

FCSD #24 Strategic Plan Summary

VISION

We empower all learners to succeed in an ever changing world.

MISSION

Partner with students, parents, staff, and community, as learners together, to create a safe, progressive educational experience where students are inspired to reach their full potential, and success is an expectation for all.

Core Belief One



FCSD #24 will prepare students to become productive citizens who find value in a practical and purposeful education.

We commit ourselves to:

1. All students having college and career exposure
 - a. Careers exposure and interest inventories K-12
 - b. 7-12th grade individual learning pathways aligned to student goals
 - c. Teach skills that are applicable for graduating students
 - d. Provide real-world opportunities
2. Providing all students a high-quality education that promotes lifelong learning
 - a. Provide a viable curriculum that addresses the skills and knowledge that students are to learn
 - b. Prepare students to graduate on time
 - c. Improve literacy and mathematics skills of all students, with a goal of demonstrating proficiency at or above grade level for all
 - d. Implement technology that will enhance student learning, engagement, and personal growth
 - e. Formalize early literacy program (PreK-3)
3. All students showing growth based on learning that is engaging and relevant.
 - a. Students will be taught the growth mindset theory
 - b. Develop civically engaged students
 - c. Differentiate instruction based on student need and interest
 - d. Provide character education PreK-12

Core Belief Two



FCSD #24 will be a responsive organization that fosters and values growth at all levels.

We commit ourselves to:

1. Providing leadership opportunities for all stakeholders
 - a. Involving stakeholders
 - b. Daily classroom practice for students
 - c. Recruiting, employing, developing, retaining a workforce that achieves the mission and goals of the district

2. Maintaining an environment that sets high expectations, provides a healthy culture, and a safe setting
 - a. Setting expectations for students, parents, and staff that are clearly defined and shared
 - b. Integrating a system to facilitate responsiveness and communication between staff, students, and families
 - c. Improving stakeholder communication
 - d. Involving, engaging, and valuing all stakeholders
 - e. Strengthening student reward and recognition programs
 - f. Ensuring schools are safe and secure for all stakeholders



Core Belief Three

FCSD #24 prioritizes learning that engages local and community resources.

We commit ourselves to:

1. Developing and maintaining community partnerships that enrich learning
 - a. Sustaining BOCES, BOCHES, Shoshoni Recreation Department partnerships and develop new partnerships with local business and industry to support student learning
 - b. Providing students access to school-based and community-based extracurricular and co-curricular opportunities
 - c. Incorporating career exploration opportunities for HS students
 - d. Supporting the Wrangler Pack Program
2. Ensuring effective and strategic utilization of resources
 - a. Exploring potential resources and acquiring additional resources where possible
 - b. Optimizing current resources and opportunities to best meet student needs

WE BELIEVE

- That each individual has the right to and responsibility for creating and maintaining a physically and psychologically safe and drug-free school environment.
- That shared ownership of the learning process between students, parents/guardians, educators, and the community is imperative.
- That every individual should perform to his/her personal best.
- That each individual has freedom of choice and responsibility for the resulting consequences.
- That students need to complete high school prepared to continue learning and to earn a living.
- That the virtues of honesty, integrity, tolerance, and hard work are vital to character development and are specifically taught and universally practiced in our school.
- That it is essential to provide quality education for all students and discriminate against none.
- That meeting the needs of the individual student is our ultimate purpose.
- That students deserve a stimulating learning environment which affords them the opportunity to develop their own educational plans based on personal desires, talents, and goals.
- That education is a life-long process and not limited to the traditional school setting.
- That providing meaningful learning activities and tools relevant to individual interests and needs will prepare students for life's challenges.
- That embracing change is essential for growth.
- That education broadens perspective, deepens understanding, and heightens appreciation for diversity.
- That the community has the responsibility to educate and guide its children.
- That reward, recognition, respect, and reinforcement benefit everyone.
- That all people have intrinsic worth and deserve respect.
- That teacher and student self-esteem is a primary educational imperative.
- Without learning there is no teaching.

SCHOOL SONG

Whether we win, or whether we lose
This is the yell we'll always choose:
You're a grand old school,
With your gold and your blue
And we're proud of the team on the floor.
We will cheer for them and scream for them
As they come through the door.
You're a school on high and your victory is nigh,
So keep on working right through the task
And should old acquaintance be forgot,
Keep your eyes on the S-H-S!
Blue and Gold, FIGHT FIGHT!
Blue and Gold, FIGHT FIGHT!
Who fight? We Fight
Blue and Gold, FIGHT FIGHT!

SHOSHONI SCHOOL HISTORY

Formal education began in Shoshoni, Wyoming in 1906. The school consisted of 1st through 8th grade. Two teachers shared teaching responsibilities; Mrs. Blackwell teaching the younger children, and Mr. Pope teaching the older children, as well as acting as the principal. The primary classes were taught in the land registry building, and the upper grades were taught in the old Shoshoni Town Hall. At this time, the total enrollment was approximately 58 children. As enrollment increased, the need for a school building became more and more evident. In 1907 construction commenced on a new schoolhouse, the cost of which was about \$7,000. While the school was being constructed, 1st through 4th grades were taught in the Shoshoni jailhouse.

By 1923, Shoshoni School employed five teachers and catered to approximately 134 students. It was at this time that the school met the standards of the state department and was placed on the accredited list for the State of Wyoming.

As the years passed enrollment continued to rise. Faculty, staff, and administration changed and grew throughout these first years, as Shoshoni School developed into a well-established educational institution. The construction of the old school began on February 15, 1937 and was accepted on August 28, 1937. On September 13, 1937, the doors of the new school opened for classes. For many years, the original building proudly housed the school. Additions were made in 1958, 1965, 1974, and 1978. The 1965 addition included the building of the main gym.

Shoshoni School has seen many changes in its existence, as the culture and climate has grown and changed around it. In 1970, the rural Lysite School consolidated with Shoshoni School after many years of deliberation and dwindling enrollment on its part. As the school changed and grew, so did the community. By 1972, the SHS Pep Club, which supported the sports teams, was made into the Booster Club, and organization that is still an integral part of Shoshoni's climate of school spirit and pride.

In the early 1990's, Shoshoni saw a large increase in the number of out-of-district children attending the school. The addition of a practice gym, new elementary classrooms, auditorium, and art room was completed and dedicated on Aug 27, 1996.

Homecoming traditions have changed throughout the years, but the SHS students' spirit remains the same. Theme days, pep rallies, assemblies and Friday Night Football Games are just a few of the traditions that continue today. The hallways of Shoshoni School are filled with deep tradition. Royal Blue and Gold are Shoshoni School's official colors, and the Wrangler is the formal mascot of the school. The school song is sung to the tune of "Grand 'Ol Flag"; the words have been written to show support of student organizations. After every home sports game, win or lose the untiring students of the SHS gather in the middle of the field or gym to sing the fight song and support their team.

Time honored traditions and big dreams for a small school have made SHS what it is today. Enthusiasm, a competitive spirit, and the continued desire to succeed define all that Shoshoni School has to offer today and will continue to offer for years to come.

Special thanks to Brenda Herbst (class of 2002) for providing Shoshoni School's history. appended by others in 6/2003, 8/2004, 5/2006, 7/2008, 2/2012.

SHOSHONI SCHOOL STAFF

Ballard, Kelly	ELC/Para	Mason, Amy	School Counselor
Bass, Lisa	Para	McClure, Richard	Bus Driver
Bekken, Kourtney	Child Care	McCoy, Amy	Third Grade
Biltoft, Nicole	Reading/Library/Para	McCoy, Josh	Infinite Campus
Boyle, Jamie	Custodian	McFarland, Erin	Kindergarten
Brown, Kelsey	Sixth Grade	Michelena, Sally	Behavior Specialist
Bulow, Pam	Custodian	Mills, Max	Science/ AD
Cash, Barbara	Bus Driver	Music, Lisa	Elementary Secretary
Cassity, Kortni	Occupational Therapist	Neale, Coulter	K-6 Music
Chavez, Bertha	Cook	Olson, Sande	Cook
Christensen, Damein	Ag/FFA	Ormond, Christopher	English
Christensen, Heidi	Pre K/Kindergarten	Palmer, Milisa	Bus Driver
Crimm, Laci	Para	Peregoy, April	SPED Secretary
Davis, Kira	First Grade	Peregoy, Drew	Drama/Broadcasting
Davison, Karen	Cook	Post, Donna	Nurse
DeWitt, Teresa	Para	Rapp, Rachel	Science
Donelson, Heidi	Cook	Rodriguez, Brandi	Fourth Grade
Dye, Amber	Secretary/Accounting	Schwartz, Deanna	Para
Engelbrecht, Barb	Third Grade	Slack, Brady	Social Studies
Gibbel, Shawna	Second Grade	Smith, Jesse	Technology/Help Desk
Gilbert, Kayla	Kindergarten	Stone, Nicole	Admin/Human Resources
Good, Annie	Fifth Grade	Sullivan, Emily	Kindergarten
Good, Jody	PE/Health	Thomas, Holly	Science
Gopp, Shaundi	English	Thoren, Sabrina	Secondary Secretary
Hamilton, Rhonda	Bus Driver	Trehearne, Heather	Math
Highsmith, Ethan	Help Desk	Truempler, Tony	Para
Hubenka, Greg	Transportation Supervisor	Vasco, Carmen	Physical Therapist
Jarvis, Sarah	Elementary STEAM	Wakelin, Jonathan	SPED
Kassens, Sara	First Grade	Watson, Kay	Financial Officer
Keane, Rebecca	Math	Weaver, Janene	Fifth Grade
King, Amber	Life Skills	Weber, Marty	Social Studies
Kisling, Aftann	Sixth Grade	Wempen, Andy	Industrial Arts
Knott, Bonnie	Custodian	Whitener, Tennell	SPED
Ladner, Lesa	Food Services Manager	Williams, Troi	Para
Leseberg, Randy	Bus Driver	Zupan, Heather	Speech Therapist
Marshall, Tami	Para		

SCHOOL CALENDAR

Fremont County School District #24 2021-2022



August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- All Staff PD-No School
- No School
- First/Last Day/end grading period
- Early Release - 1:33
- Elementary PD-No Elem School
- Graduation
- Open House/PT Conf

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '22						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Approved by FCSD24 Board - 2/15/2021
 Approved by State Board of Education - 4/22/2021

BUILDING HOURS

The building will be open to students at 7:30 a.m. Students who are involved in supervised activities must leave the building as soon as their respective activity has ended.

First bell for JH/HS will be at 7:55 am. Classes start promptly at 8:00 am.

Students are not allowed in the hallways until 7:50 am.

SECONDARY BELL SCHEDULE

Monday - Thursday Time Schedule

Session 1	8:00 AM	9:09 AM	1:09
SWAG	9:12 AM	10:12 AM	1:00
Session 2	10:15 AM	11:24 AM	1:09
Session 3	11:27 AM	12:36 PM	1:09
LUNCH	12:36 PM	1:08 PM	:32
Session 4	1:11 PM	2:21 PM	1:10
Session 5	2:24 PM	3:33 PM	1:09

Friday Time Schedule:

Period 1	8:00 AM	8:40 AM	:40
Period 2	8:43 AM	9:23 AM	:40
Period 3	9:26 AM	10:06 AM	:40
Period 4	10:09 AM	10:49 AM	:40
Period 5	10:52 AM	11:32 AM	:40
LUNCH	11:32 AM	12:07 PM	:35
Period 6	12:10 PM	12:50 PM	:40
Period 7	12:53 PM	1:33 PM	:43

Student Appearance

Guidelines	Acceptable	Unacceptable
<p>All clothing should fit properly and appropriately cover the body - no undergarments showing - one shall not be able to see up, down, or through chosen attire</p>		
<p>Shorts and skirts must be no shorter than mid thigh.</p>		
<p>All pants, shorts, skorts, skirts must be worn no lower than the hips, no sagging or undergarments showing. Also, holes in pants must abide by the short rule, no higher than mid-thigh.</p>		
<p>Sunglasses, chains, dog collars, do-rags, and sharp objects are not to be worn in school. Students may wear hats only if they are not distracting to the educational environment or have gain affiliation.</p>		
<p>Clothing or personal items that racist, sexist, promote drugs/alcohol, tobacco, sexually inappropriate, or vulgar in interpretation are not allowed.</p>		
<p>Face Painting Body & Face Painting:</p> <p>This is permitted, so long as it is consistent with spirit generation for the contest. Messages that denigrate anyone (e.g., the opponent) are not permitted; this also applies to clothing with a message.</p>		

PE CLOTHING MUST MEET DRESS CODE REQUIREMENTS.
SCHOOL ISSUED UNIFORMS MAY BE WORN.

STUDENT DISCIPLINE

Students are expected to conduct themselves in a manner that is consistent with the vision, goals and values of Shoshoni Schools. Accordingly, Shoshoni Schools will teach students to be respectful, responsible and safe while at school and on school property.

Responsibilities of Students

- Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Above all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning.
- NO student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, security, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.
- Any student who has a grievance with a school staff member, absent a disciplinary matter, may raise his/her grievance with the School Principal.

Shoshoni Schools will provide students with lessons, interventions and encouragement to display the School expectations at all times. Should a student and parent/legal guardian choose not to accept behavior intervention support, consequences will be assigned with the intention being to help the student decide to be safe, respectful, and responsible at school.

Intervention program may include but is not limited to:

- Parent/Legal Guardian Contact and/or Meeting
- Reteach behavior expectation
- Reinforce expectations
- Loss of Privilege
- Implementation of appropriate interventions(s)
- Check-In/Check-Out outlined in behavioral plan
- After School Intervention
- Lunch Detention
- Red Zone
- Development of an action plan or behavioral contract
- Behavior Specialist Consultations

Disciplinary Actions may include but are not limited to:

1. INFORMAL TALK

A school authority (teacher, administrator or counselor) talks to the student and tries to reach an agreement on how the student should behave.

2. CONFERENCE

A formal conference is conducted with the student and one or more school authorities.

3. PARENT INVOLVEMENT

The parent is notified by telephone, personal contact, letter or certified letter. A conference may be conducted with the student, parent, appropriate school officials and any other individuals concerned.

4. IN SCHOOL SUSPENSION (ISS)

The student is subject to consequences that do not require out of school suspension but will require loss of privileges, detention, and temporary removal from the regular classroom environment students will receive instructional service in an alternative setting. This will be recorded as in school suspension for attendance purposes. The parent will be notified.

5. SHORT TERM SUSPENSION

The student is subject to a suspension of 1-5 school days or less. A short term suspension may be imposed by school administrators. During that suspension, the student is not permitted on school property or at school functions.

6. LONG TERM SUSPENSION

The student is subject to a suspension of 6-10 school days or more. A long term suspension may be recommended by the school administrator and imposed by the superintendent or designee during that suspension, the student is not permitted on school property or at school functions unless the student has been readmitted to school. If the student is readmitted, the student will be placed on a behavioral contract for the remainder of the current school year.

7. EXPULSION

The student is subject to permanent expulsion from Shoshoni Schools. Expulsion may be recommended by a school administrator and imposed by the Superintendent and School Board. Upon expulsion, a student is not permitted on school property or at school functions unless the student has been readmitted to school.

Shoshoni Secondary Schools attempt to resolve all student management issues with the student(s) first. These good faith attempts are made because all secondary students are treated as young adults and they are held accountable for their behavior. If issues are unresolved or issues continue, then the school will seek parental/guardian support.

The following section describes misbehaviors that are disruptive to the educational learning environment and are prohibited. The consequences corresponding to the following offenses are guidelines. Disciplinary action for a violation of applicable policies may be adjusted based upon individual case circumstances including the repeat or egregious misconduct of a student.

The listed offenses below are not all inclusive and may be updated as deemed necessary. If multiple violations occur during a single incident, then the consequence imposed will take place using be based upon the most severe violation. **While the following chart**

serves as a guide, all consequences are ultimately at the discretion of the administration.

Behavior Not Allowed	First Violation Range	Repeated Violation Range
<p>Academic Misconduct/Cheating: <i>Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately</i></p>	<p>Minimum: Parent Involvement</p> <p>Maximum: Loss of credit for assignment</p>	<p>Minimum: In School Suspension</p> <p>Maximum: Short Term Suspension</p>
<p>Alcohol Violation (Possession/Use/ Providing Selling): <i>Alcohol violations will be considered matters of the law. Use, possession, sale, purchase or distribution of Alcoholic substances. This violation includes drunkenness at a school event. An alcohol violation preceded by a drug violation will be treated as a repeated occurrence for Disciplinary action.</i></p>	<p>Minimum: Short Term Suspension and Intervention Program</p> <p>Maximum: Long Term Suspension (up to 10-day suspension)</p>	<p>Minimum: Long term suspension and Intervention Program</p> <p>Maximum: Recommendation for Expulsion</p>
<p>Arson (Structure/Property): <i>Damaging or attempting (action that may cause a fire) to damage property by fire or incendiary device.</i></p>	<p>Long Term Suspension</p>	<p>Expulsion</p>
<p>Assault (Aggravated): <i>Causing serious physical injury to another; using a deadly weapon or dangerous instrument.</i></p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>
<p>Assault : <i>A physical attack on a person who does not wish to fight or provoke it. This violation includes a student who encourages another to commit an assault</i></p>	<p>Minimum: Intervention Program</p> <p>Maximum: Long Term Suspension</p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>

<p>Automobile Violation: <i>Misuse of an auto on school property, including Unauthorized parking.</i></p>	<p>Minimum: Informal Talk</p> <p>Maximum: Short Term Suspension of privileges per administration</p>	<p>Minimum: Conference</p> <p>Maximum: Long Term Suspension of privileges</p>
<p>Bomb Threat: <i>False Endangerment</i></p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>	<p>Expulsion</p>
<p>Bullying, Harassment, Hazing: <i>Physical or psychological abuse of another student by means of <u>verbal or physical threats, intimidation, insults or other aggressive behavior.</u> This violation includes abuse based upon race, ethnicity, gender, sexual orientation, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school- affiliated organization.</i></p>	<p>Minimum: In School Suspension and/or Intervention Program</p> <p>Maximum: Short Term Suspension and/or Intervention Program</p>	<p>Minimum: Short Term Suspension and/or Intervention Program</p> <p>Maximum: Long Term Suspension</p>
<p>Burglary or Breaking/ Entering: <i>Burglary or Breaking/ Entering will be considered matters of the law. Entering an education property without authorization using the slightest degree of force.</i></p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Expulsion</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Expulsion</p>
<p>Dangerous Weapon/Instrument: <i>Dangerous Weapon/Instrument will be considered matters of the law. Use, display or possession of (1) any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; Use, display or possession of a knife, ice pick, CO2- or spring-powered pellet or BB gun, brass knuckles, nunchakus, club, fireworks, explosive ammunition or</i></p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>

<p><i>any other instrument not designed for lethal use, but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun.</i></p>		
<p>Deadly Weapon/Firearm: <i>Deadly Weapon/Firearm will be considered matters of the law Use, display or possession of (1) any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary or poison gas device, (b) any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore of more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled. This violation includes handguns, pistols, rifles, shotguns and flare guns.</i></p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>	<p>Expulsion</p>
<p>Defiance - Disrespect - Insubordination - Non- Compliance: <i>Failure to comply with reasonable requests of school officials or other disrespectful behavior. Physical resistance to school officials may result in long term suspension, regardless if such resistance is a first occurrence.</i></p>	<p>Minimum: Intervention Program and/or In-School Suspension</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>

<p>Discrimination: <i>Mistreatment based upon race, ethnicity, gender, religion or disability. This violation includes false accusations of discrimination or harassment.</i></p>	<p>Minimum: Conference</p> <p>Maximum: In-School Suspension and/or Intervention Program</p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Disorderly Conduct: <i>Conduct that disrupts the orderly operation or educational environment or mission of the school. This violation may include profanity, obscene gestures and excessive public displays of affection</i></p>	<p>Minimum: Intervention Program</p> <p>Maximum: In-School Suspension</p>	<p>Minimum: Short Term Suspension /Intervention program</p> <p>Maximum: Long Term Suspension</p>
<p>Dress Code Violation: <i>Failure to comply with division and school dress standards</i></p>	<p>Minimum: Informal Talk</p> <p>Maximum: In-School Suspension</p>	<p>Minimum: Parent Involvement</p> <p>Maximum: In-School Suspension</p>
<p>Drug Violation (Distribution): <i>Drug violations will be considered matters of the law. Distribution, manufacture or sale of marijuana, other illegal drugs and inhalants, and other noxious substances. It also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances, including medication for which a student does not have a prescription. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution).</i></p>	<p>Minimum: Short Term Suspension and Intervention Program</p> <p>Maximum: Longer Term suspension Intervention Program</p>	<p>Minimum: Long Term Suspension and Intervention Program</p> <p>Maximum: Recommendation for Expulsion</p>
<p>Drug Violation (Possession/Use):</p>	<p>Minimum:</p>	<p>Minimum:</p>

<p><i>Use, possession or purchase of marijuana, other illegal drugs and inhalants, and other noxious substances. This includes off-campus use and then being on division property or at a division function. It also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances Possession of medication or a dietary supplement for recreational use will be treated as a drug violation (possession). A drug violation preceded by an alcohol violation will be treated as a repeated occurrence for disciplinary action.</i></p>	<p>Short Term Suspension and Intervention Program</p> <p>Maximum: Long Term suspension Intervention Program</p>	<p>Long Term Suspension and Intervention Program</p> <p>Maximum: Recommendation for Expulsion</p>
<p>Electronic Devices Violation: <i>Inappropriate use of electronic devices, such as computers, cell phones, Cameras and audio/video recorders, and other information systems devices, such as the Internet and e- mail. This violation includes the use of any recording or video device in such a way that it violates the privacy of others. Staff members will be responsible for developing acceptable use policies for their classrooms. Teachers will utilize the provided cell phone holder case as a management tool.</i></p>	<p>Minimum: Intervention Program/Loss of Privileges</p> <p>Maximum: In-School Suspension</p>	<p>Minimum: In-School Suspension/Loss of Privileges</p> <p>Maximum: Out of School Suspension</p>
<p>Fighting: <i>Mutual participation in physical violence against a Person or persons.</i></p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Fire Alarm Misuse/False Report: <i>Intentionally ringing fire alarm when there is no fire or reporting a fire to school or officials without reasonable belief one exists</i></p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Lying/False Accusation:</p>	<p>Minimum:</p>	<p>Minimum:</p>

<p><i>Knowingly giving false or misleading information, including false accusations against others.</i></p>	<p>Parent Involvement</p> <p>Maximum: Conference/Intervention Program</p>	<p>Intervention Program/In-School Suspension</p> <p>Maximum: Short Term Suspension</p>
<p>Sexual Harassment: <i>Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse. Sexual harassment also includes indecent exposure, sexual innuendos, etc.</i></p>	<p>Minimum: Intervention Program</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>
<p>Student Speech: <i>Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other Communications. This violation includes speech that causes a material and substantial disruption; lewd, vulgar or plainly offensive speech; "fighting words;" threats of violence; and racial, ethnic, sexual or religious slurs.</i></p>	<p>Minimum: Informal talk</p> <p>Maximum: Conference/In-School Suspension</p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Short Term Suspension</p>
<p>Theft: <i>Taking or concealing property that belongs to others.</i></p>	<p>Minimum: In-School Suspension and/or Intervention Program</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Threats: <i>A threat is an expression of intent to physically or sexually harm someone, something, or the school. This expression may be spoken, written, or gestured. Threats can be expressed directly or indirectly to the victim or to others, and</i></p>	<p>Minimum: In-School Suspension and/or Intervention Program</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>

<i>threats may be explicit or implied.</i>		
Tobacco Violation: <i>Tobacco violations will be considered matters of the law. The use, distribution or possession of a tobacco product. This includes vaping.</i>	Minimum: Short term suspension and intervention program with behavioral specialist Maximum: Longer term suspension (up to 10-day suspension)	Minimum: Long term suspension and Intervention Program Maximum: Recommendation for Expulsion
Vandalism: <i>Destroying or defacing property of the division, staff or students. This violation includes graffiti.</i>	Minimum: Short Term Suspension Maximum: Long Term Suspension	Minimum: Long Term Suspension Maximum: Expulsion

Off-Campus Activities

Students on school-sponsored trips are under the jurisdiction of the school at all times. They cannot ride in student cars, or any other car, without permission from the building principal.

- Pre-approval by the principal is mandatory for students to leave an activity with anyone other than their parent or guardian. They will not be allowed to leave any away activity with other students.
- Students are expected to behave in the same manner as if they were at school. Failure to do so will result in exclusion from such further activities; additional disciplinary consequences may also result from the school, law enforcement, the court system, or other legal action.

ENERGY DRINKS ARE NOT ALLOWED IN SCHOOL. ALSO NO FOOD OR DRINKS WITH RED DYE. THIS INCLUDES SPICY/RED HOT CHIPS.

Student Grievances/Chain of Communication

Students have both the right and the responsibility to express school related problems and concerns to the administration. The procedure for students/parents to register complaints and/or discuss issues shall follow the chain of communication in the following order:

- Teacher, Principal, Superintendent, and finally the School Board.

FAILURE TO FOLLOW THE CHAIN OF COMMAND WILL RESULT IN

BEING SENT BACK TO THE APPROPRIATE LEVEL.

Attendance Rules and Procedures

Sections 21-4-101 through 21-4-107 of the Education Code of the State of Wyoming regarding compulsory attendance shall govern students who have not yet reached their sixteenth birthday or completed the tenth grade.

- 1) Students who are of mandatory school age and who have accumulated ten or more absences per semester may be referred for possible legal action.
- 2) In compliance with state law, a student who is absent for ten consecutive days will be dropped from the roll (EXCEPTION: a serious illness/injury for which homebound arrangements have been made). Appropriate authorities will be notified concerning possible violations of compulsory attendance laws.
- 3) A **truant absence** means the absence of any student when such absence occurs without the knowledge or approval of the parent and the school. Students who are truant will face the following penalties:
 - a) **1st Violation**—For the amount of time spent away from school truant, the student will serve double that time in after school detention, and 0's in classes missed
 - b) **2nd Violation**—Conference with administration, parent and student. Double time missed will be served in after school detention. These absences shall be counted against the total allowable absences each semester. Truant absences shall cause the student to receive a "0" for work missed, i.e., no makeup work will be allowed.

Attendance Procedures

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. Statistics nationally, as well as directly in this district, verify that students with fewer absences generally earn higher grades and are more successful.

Learning to regularly attend and to be on time is a tool, which is not only beneficial in school but will help students to be successful in college as well as future endeavors.

It is the school Board's duties to set criteria for receiving credit for classes. To successfully complete a class and receive credit, a student must:

- Earn passing grade and have satisfactory attendance as defined by this policy.

When a student has missed ten (10) days of the same class in any one semester, this equates to more than 10% of the total class time. The Board believes that except in exceptional circumstances when a student misses more than ten (10) days of the same class in any one semester, that there has not been adequate participation in the class to receive credit.

Special arrangements, with the approval of the principal, can be made for students who have a serious illness or injury, with medical documentation, that has or will prevent them from attending school after ten successive days of absence. In these cases, provisions will be made by the administration for the students involved to make up their work and schooling requirements to the satisfaction of the administration.

In compliance with state law, a student who is absent for ten (10) consecutive days will be dropped from the rolls and the appropriate authorities will be notified.

Attendance Definitions

Excused absences that DO NOT count against the rule of 10:

1. An absence as a result of participation in school activities.
2. College visitation by seniors with documentation.
3. Medical with a note from the physician's office.
4. Pre arranged absence. Get a pre arranged absence form from the high school office. THE FORM MUST BE COMPLETED BY ALL TEACHERS, SIGNED BY PARENTS AND TURNED INTO THE HIGH SCHOOL OFFICE 24 HOURS BEFORE THE STUDENT LEAVES. You will be allowed five pre arranged absences per semester.
5. **Students who owe time due to excessive absences, cannot use pre-arranged absences.**
6. **Students who are ineligible cannot use pre-arranged absences.**

Excused absences that DO count against the rule of 10:

1. **Excused Absence:** An excused absence is when a note or phone call from a parent/guardian is given to the school. Notification of a planned absence may be given before the absence.
 - a) To be excused, the absent student's parent/guardian must verify absences by written message, telephone call, or parents who accompany their child back to school. All written excuses must include date, clear reason for absence, and parental signature.
 - b) A student shall not leave school in the custody of a person other than the child's parent or guardian unless the school has the prior written authorization from the parent or guardian designating a specific person who will be responsible for the student.
 - c) Parents may also request, in writing, to have their son/daughter excused from school without adult supervision.
 - d) Parents will be called by FCSD 24's automated calling system and/or the secondary secretary to verify absences or absence requests on any given day.
 - e) All classroom work or assignments missed by excusable absence must be made up on the basis of one day for every day missed up to five days or within such time as set by the teacher or teachers of the classes missed.
2. **Unexcused absence:** An unexcused absence is an absence for which notification required for an absence to be excused is not received. A student whose absences are

unexcused will not be allowed to make up work in the class or classes from which they are absent at the discretion of the teacher and administration.

3. **Unexcused tardy:** Students who have an unexcused tardy will be counted as absent if they miss **more than ten minutes of class**. Additionally, **every 4th tardy** will be an absence. These absences will count toward the rule of ten.
4. **Truant absences:** A truant absence is when a student is absent without the knowledge or approval of the parent and the school. Wyoming state law requires the school to report to the County Attorney or Youth Services any student with 5 trancies.
5. Out of School Suspensions.

In compliance with state law, a student who is absent for ten (10) consecutive days will be dropped from the rolls and the appropriate authorities will be notified.

GENERAL PROCEDURES FOR SECONDARY ABSENCES:

1. After the student has been absent **ten (10) times** for any class or classes during the semester, the parent and student shall be given a notice of the number of absences and that any further absences may result in an **inability to earn credit** in that class for the semester. A conference including the student, the student's parents, the principal, and the guidance counselor will be required.
2. Any student who is absent from class **11 times** will make up, minute for minute, the time that they have missed. Makeup must be completed in Red Zone, before school or an arranged Saturday prior to the end of the current semester. Failure to do so will result in no credit.
3. **Any subsequent absence shall result in no credit unless made up minute for minute.**
4. **Students that leave the school without checking out with the high school office will be unexcused.**

Tardies:

Any student who is not in class by the final bell signifying the start of class shall be tardy unless a written note excusing the tardy is provided by another teacher or administrator. A student will be allowed a total of three tardies per nine week period. Every **4th tardy will be an absence** and count toward the rule of ten. **Secondary students who are tardy will be counted as absent if they miss more than ten minutes of class.** This absence will also count toward the rule of ten.

Red Zone

A mandatory assigned extension to the school day (3:33 -5:30) for secondary students. Criteria for assignment is:

- Zeros in classes
- Behavior issues
- Attendance issues
- Administrative discretion.

End of Year Check Out

EARLY CHECKOUT—If a student checks out before the school year is over, grading will be at the teacher's discretion.

Withdrawal from School

Withdrawal from school attendance requires that a student check in all books, laptop, and other district property. Transcripts, report cards or any other records may be held until all fees, books, laptop, library fines, lunch accounts, and any other financial obligations, have been paid.

Checkout forms must be obtained from the principal's office. (also see end of year checkout)

- The Board of Trustees of Fremont County School District #24 reserves the authority to deem no credit, grade, or diploma to be awarded until such time a student has met the district's requirements for such credit, grade, or diploma and the student has made payment for all indebtedness due the district.

GENERAL INFORMATION

Announcements

If anything is to be announced to the high school it needs to be given to the high school secretary by 7:50 a.m. daily, email is the preferred method of delivering announcements. Students/teachers should read them each day at 8:05 a.m.

Assemblies

At all times the student's behavior must be courteous. An indicator of the quality of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

- Students who are discourteous will have their assembly privileges revoked for a period of time to be determined by the principal. During that time, they will be assigned to the student management center.

Assessment Testing

All students of Fremont County School District #24 will participate, at the appropriate level, in any assessment testing required by the State of Wyoming to meet the required standards of education as required by the District and the State. The resulting scores of these tests completed by high school students will be recorded on the official transcript of the school and will remain on the student's permanent record and may be used as a condition of graduation.

Testing Schedule

Throughout the year the school will provide opportunities for a variety of tests to be administered. Purposes of such tests may be to qualify for college admission, career planning, or learning assessment.

- In some cases, dates for testing are set by the agency administering the test (and cannot be changed by the school; travel may also be required for these tests and is the individual's responsibility). In other cases the school has the authority to set test dates to accommodate the majority of students.

Bicycles, etc.

Students may ride a bicycle to and from school. A bicycle rack is provided.

- The student accepts full liability for any loss, accident, or injury.
- Bicycles, scooters, skateboards, rollerblades, heelys, etc. shall not be ridden on school grounds.

Buses

Shoshoni School students are expected to follow the district guidelines for proper student behavior when riding all school buses. Students riding buses should always conduct themselves in a manner that will ensure the safety of all passengers. Riding a bus is a privilege, which can be removed for misbehavior. The bus driver has complete authority on the bus.

Your child's school bus rules are as follows: (To be observed at all times).

- Be at your pickup point five (5) minutes before pickup time.
- Respect the bus as school property; keep the bus clean and do not be destructive.
- Food, gum, and drinks are NOT ALLOWED.
- Students must remain seated and facing forward when the bus is moving. The aisle must remain clear of obstacles.
- No unacceptable language, loud talking, pushing, shoving or fighting. Keep hands to yourself.
- Students must bring a note from home if they plan to ride any bus other than their usual route (this includes being dropped at any stop other than their own). This will be allowed only as seating permits on the bus.
- Town students wishing to ride a bus home with another student must bring a note from home. This will be allowed only as seating permits on the bus.
- No glass containers (including vases), helium balloons, insects or other assorted critters will be transported on the bus.
- Scooters and skateboards will not be allowed on the buses.

If students elect to break the rules, the following consequences will be applied:

- | | |
|---------------------------------|--|
| 1st incident: | Student behavior is logged and parent contacted by the bus driver. |
| 2nd incident: | Written student misconduct reports filed with the principal and parent contacted by the principal. |
| 3rd incident: | Second student conduct report is filed with the principal, parents contacted, and student may be suspended from riding the bus for five (5) days depending on circumstances and/or the severity of the infraction. |
| 4th incident: | Principal informed, parents contacted, may be suspended from bus privileges for up to 30 days depending on circumstances and/or the severity of the infraction. |

SEVERE MISBEHAVIOR: behavior which exceeds reasonable bounds or endangers the driver, student in question, or other students riding the bus. **CONSEQUENCES: possible suspension of all bus riding privileges for the current school year.**

Activity route buses

Activity route buses will run Monday through Thursday at 5:45.

- If your child is **not in school sponsored or SRD activities**, including Red Zone, extended school day, serving after school detention, Youth Learning Club, or other school approved activities, **they WILL NOT be allowed to ride the after school activity bus.**

Change of Address

All pupils or parents are asked to please report change of address or telephone numbers, which occur during this school year to the office.

- Parents may use their Infinite Campus Portal to request a change. The changes will then be evaluated and approved/denied.

Class Changes

High School students will be allowed to make changes in their class schedules during the first week of the first semester. All course changes for the second semester shall be made before the end of the first semester in order that no class time is lost.

- Students should consult with their parents, teachers, guidance council, and the principal before picking up a drop/add form in the guidance office. The teachers involved and the student's parents must then sign the form before being presented for the principal's signature. The schedule change card must then be returned to the guidance office. Students will not be allowed to make a schedule change until this process is completed.

Class Organization

Elections of class officers are to be held during the first week of the school year. The following are to be elected: President, vice-president, secretary, treasurer, and student council representative.

Closed Campus Policy

Shoshoni High School has a closed campus policy.

Dance and Party Rules

All students are eligible to attend dances, regardless of grade eligibility.

- Attendance at all high school dances is limited to enrolled students at Shoshoni High School (9-12). If a student wishes to bring an off campus guest to any high school dance, they must have it authorized by the principal with a dance admit form prior to the dance. **Guest must be under 21 years of age.**
- **Students must be in attendance all day the day of or the day prior to the dance.**
 - o **EXCEPTION: medical absence excused by note from the practitioner**
- If a student wears clothing that is offensive to staff or other students he/she will be asked to cover up or change.
- Any student who leaves the building during a dance or party without permission of a sponsor cannot re-enter the dance or party.
- Students will not be admitted after the first hour of a dance.

- Dances and parties on weeknights shall end by 10:30 P.M.; on Friday and Saturday nights by 12:00 midnight. The Junior-Senior Prom may last until 1:00 A.M.
- Attendance at **junior high dances and parties** will be limited to enrolled students at Shoshoni Junior High School (7-8) who have attended school the entire day of the event.

Any person conducting himself in a disorderly way at any activity shall be removed from that activity. Until he or she shows a willingness to act properly, he/she will not be permitted to attend school activities. IF A STUDENT VIOLATES THESE RULES, A PARENT/GUARDIAN WILL BE REQUIRED TO PICK STUDENT UP IMMEDIATELY AT THEIR OWN EXPENSE.

Drills and Evacuation Procedures

We at FCSD #24 are committed to creating a school climate that focuses on the safety of our staff and students. To ensure this, all staff, including substitutes have undergone extensive training and have been assessed on emergency preparedness.

- Your student's safety is our first concern at FCSD #24. In the case of a school evacuation or emergency you will receive a phone message and/or text from the school with important information and instructions for you to follow. Do not call the pick up location. This ties up the phone lines for emergency personnel.
- When you are given a location to pick up your student please remember to bring a photo ID with you. While most of us may know who you are, in the case of an emergency we may have other personnel helping who will not recognize you. No student will be released to anyone that is not on his or her emergency contact list. Please understand that this will be a slow process and your patience will be required and appreciated.
- Students who ride the bus, drive or walk to school will not be released until a parent/guardian or emergency contact has been notified.
- It is very important that you keep the school up to date on your contact information.
- Monthly safety drills will be conducted to include
 - o Fire
 - o Lockdown
 - o Tornado
 - o Evacuation
 - o Other, as appropriate

ELECTRONIC DEVICES IN CLASSROOMS

Staff members will be responsible for developing acceptable use policies for their classrooms.

Emancipated Minor

All students who attain the status of "emancipated minor" legally should inform the principal as soon as this takes place and provide appropriate documentation.

ENERGY DRINKS ARE NOT ALLOWED IN SCHOOL. ALSO NO FOOD OR DRINKS WITH RED DYE. THIS INCLUDES SPICY/RED HOT CHIPS.

Fundraisers

Fundraisers at school-sponsored activities shall be regulated by the principal under the authority of the superintendent.

- Sponsors will fill out the online request for ALL money-making projects which impact the school and its organizations. All fundraising rights for the district shall be under the direction of the principal, and all proceeds or profits shall be deposited in the proper school account.
- Fundraising rights are reserved for the school or student organizations. **Outside organizations will not be granted fundraising rights for activities scheduled on school property** except in extreme circumstances and by special permission of the Board or its designee, the superintendent.

Graduation Ceremony

- The school band will play at each graduation ceremony. All musical performances must be approved by the principal.
- Appropriate attire will be worn at the graduation ceremony under the gowns, i.e., dress slacks or skirts, etc. No shorts under gowns. No beach flip-flops.
- Class motto and class song must be approved by the principal.
- Senior class video presentation must be appropriate in content and be presented to the principal by the Thursday before graduation in order to be included in the graduation ceremony.
- The Senior Class will wear royal blue and gold in the ceremony, with students wearing royal blue gowns with gold stoles. As these are the official school colors, they will be worn as a sign of respect to Shoshoni High School and its traditions.
- All class decisions, pertaining to graduation, must be voted on by the class and cleared by class sponsors and principal.
- ONE speaker will be allowed.
- Any deviation to the tradition of Shoshoni's graduation ceremony must be approved by the principal.
- Classes entering into their senior year must have a minimum of \$1,500 in their class account to cover the costs of graduation OR students will be charged a graduation fee in Infinite Campus.
- **ACADEMIC AWARDS:** Senior student's attire at the awards ceremony should be professional and school appropriate, e.g. nice slacks, dress/skirt, etc.

Homecoming and Prom

- Royalty, defined as a King and/or Queen, may be elected for Homecoming and the Junior/Senior Prom. To hold a royalty position, a person must attend SHS for at least one year. Only one royalty position may be held by a person per school year, i.e., the homecoming king and queen are not eligible to be prom royalty.
- The Homecoming Queen shall be a senior girl, nominated and elected by the entire high school student body (grades 9-12). Attendants may be elected from each high school class. All other arrangements will be left to the Student Council.
- Royalty for the Junior Senior Prom will consist of a King and Queen elected by the junior

class members from eligible members of the senior class. A first attendant elected from eligible members of the junior class and a second attendant, also a member of the junior class may be elected.

Honor Graduates

The valedictorian and salutatorian, as well as other honor graduates, will be selected on the basis of their scholastic standing at the end of seven (7) semesters.

- Students must have a grade average of 3.25 or above to be considered honor students based on weighted GPA.
- Scholarships may be awarded to students with an exemplary high school grade point average.
- A valedictorian and salutatorian may be designated for each graduating class. The graduating senior, or seniors, with the highest weighted grade point average (GPA) will be recognized as the valedictorian if s/he meets the criteria for Principal's Honor Roll (GPA 3.5 or above with no D's or F's).
- The graduating senior or seniors with the second highest weighted GPA will be recognized as the salutatorian.
- In the event that there are two or more graduating seniors who have accumulated identical class-high grade point averages, no salutatorian will be designated (at the discretion of the principal). More than one salutatorian, however, may be declared in the event there are identical grade point averages for that honor, and when there is not a clear, single designee for the award of valedictorian.
- To be considered for the awards of valedictorian or salutatorian, a student must have earned at least eight credits at Shoshoni High School.
- All classes, except those where outcomes are modified as a result of an IEP, will be included in calculating the student's grade point average to determine the annual honor of valedictorian or salutatorian. exception: if a student is precluded from the honor of valedictorian because another student took a student aide course, making the divisor smaller, the student aide course(s) will be figured at the normal $\frac{1}{2}$ credit per semester.

Honor Roll

Shoshoni students are recognized for academic achievement. An honor roll is displayed at the end of each grading period. There are three levels of honor at Shoshoni High School:

- Straight A's (4.0 GPA)
- Principal's Honor Roll (3.50-3.99 GPA and no D's or F's)
- Scholastic Honor Roll (3.25-3.49 GPA with no D's or F's).

Lockers

LOCKERS ARE THE PROPERTY OF THE SCHOOL AND THE SCHOOL RESERVES THE RIGHT TO ENTER A LOCKER AT ANY TIME TO INSPECT THE CONTENTS.

- Any damage to the locker will be the responsibility of the student. Keep lockers clean and free of stickers and adhesive. Do not write on lockers. Do not leave valuables in your lockers. The school is not responsible for lost or stolen articles. **THIS INCLUDES LOCKER ROOMS.**
- **If you would like to be issued a locker, YOU MAY REQUEST A LOCKER in the HS**

office.

Movies

The building principal must approve any movies shown in the classroom or at school sponsored activities.

National Honor Society

A faculty committee in accordance with the NHS national guidelines in the areas of scholarship, character, leadership, and service, recommends students for NHS membership. Students in the sophomore, junior, and senior classes are eligible for consideration.

Out of District Students Currently Enrolled

Students will be reviewed throughout the school year on behavior, attendance and academic performance (grades, test scores), and positive parent relations.

- Application in subsequent years will be as follows:
 - Students who meet criteria of good attendance, behavior and academic performance will not be required to re-apply the following year.
 - Underperforming students will be notified by the end of the 3rd quarter that they need to re-apply. Re-application process requires the parent/guardian and student to write a plan of action to be submitted prior to the last day of school.
 - In the event of a major disciplinary infraction, the student will be “uninvited” and may not re-apply.

FCSD #24 RESERVES THE RIGHT TO REFUSE OR ACCEPT ANY OUT OF DISTRICT APPLICANT.

School Insurance

- The district does not carry student insurance. Students must have proof of insurance BEFORE participating in extracurricular activities, including practices.

School Lunch Program

Shoshoni School operates a hot lunch program which provides lunches every day. Costs for school lunches are available by contacting the office(s).

- Milk and ala carte items may be purchased and deducted from your lunch account. Students on free lunch will be charged and expected to keep money in their account if they choose to purchase extra items. **Students with a negative lunch balance will not be allowed to purchase ala carte items.**
- THE DISTRICT DOES NOT ALLOW CHARGING TO LUNCH ACCOUNTS.
- The online payment feature on Infinite Campus allows use of a credit/debit card to add money to an account. For more information, contact the building secretary.
- Application forms for free and reduced price meals are available in the school office. Each family will receive a letter concerning this information at the beginning of the school year.
 - If at any time during the school year, your financial status changes and you need assistance, you are encouraged to fill out a free/reduced application form. **ALL INFORMATION WILL REMAIN CONFIDENTIAL.**
- The district’s automated calling system will call when your balance reaches \$7.00 so the

household has adequate time to add money to the account.

- The Board of Trustees of Fremont County School District #24 reserves the authority to deem no credit, grade, or diploma to be awarded until such time a student has met the district's requirements for such credit, grade, or diploma and the student has made payment for all indebtedness due the district.

Student Vehicles

- Students must register their vehicle with the secondary office. They will be given a parking permit that must be displayed in your vehicle window at all times.
- They may park in the areas reserved for student parking. The parking lot closest to the football field.
- In the interest of student safety, Shoshoni High School will officially be a closed campus.
- Permission must be obtained from the office to move the car during the school day. Students are not to sit in vehicles at any time during the day.

Visitors

- **All visitors and parents must sign in at the secondary or elementary office when they come into Shoshoni Schools for any reason.** Visitors will be given a visitor's pass that will entitle them to be in the building. We appreciate your cooperation to keep our students safe at all times.
- **LUNCH VISITORS**
 - **7-12 STUDENTS ARE NOT ALLOWED TO HAVE VISITORS FOR LUNCH UNLESS PRE APPROVED BY PRINCIPAL.**

Athletic/Activities Information

Athletic Participation

All athletes who participate in a sport are encouraged to stay in that sport for the entire season. Students will be allowed to change sports within the first two weeks of that sport season. Any subsequent change cannot be made without the express approval of the coaches, Athletic Director, and/or principal.

Athletic Awards

Each year a male and female athlete of the year may be selected. The athlete with the most points accumulated will be named athlete of the year. The criteria are available in the Athletic Handbook.

- Students will receive the letter "S" for their accomplishments in sports as follows:

Volleyball

Boys Track

Football

Girls Track

Boys Basketball

Girls Basketball

Wrestling

Clubs, Organizations, and Activities

- There are a variety of activities for students and they are encouraged to become involved. Listed below are clubs and organizations at SHS:

Organizations:

TARGET	Student Council
FFA	Yearbook
National Honor Society	Washington DC/New York Trip

Athletics:

Football	Wrestling
Volleyball	Track and Field
Basketball	

All clubs, organizations and special groups will have a faculty advisor/sponsor.
All meetings are to be *approved of and attended by* the advisor/sponsor.

Class Sponsors

- Class Sponsors will be assigned by the principal.

Student Council

- The Student Council of Shoshoni School is a service organization that trains student leaders. The Council also represents the student body in questions of school policy, programs, and rules.

CO-CURRICULAR ELIGIBILITY

Students, parents, faculty and staff are encouraged to check grades often (through Infinite Campus accounts, teachers, etc.) to maintain the best grades possible and ensure accuracy within the reporting system.

The following requirements must be met to establish eligibility for participation in all co-curricular activities for all students in grades 5-12:

- AN ELIGIBILITY REPORT WILL BE RUN FROM THE ELECTRONIC GRADING SYSTEM, BY THE ACTIVITIES DIRECTOR, BEFORE 1ST period OF THE REPORTING DATE AND DISTRIBUTED TO STAFF.
- *The reestablish list will run on the Monday of the next week after an eligibility report (if there is not school on Monday, it will be run on the next closest school day)
- If an eligibility report date is missed due to unforeseen circumstances, the report will be run on the next scheduled date. In extenuating circumstances, the principal may make decisions regarding eligibility

- Students who receive one or more failing grades (F) and/or have more than ONE D in all their classes when the eligibility report is generated will be declared ineligible for participation in extracurricular activities for the remainder of the week.
- Students may regain eligibility in two ways:
 - o The first day of the reestablish week, the AD will run the eligibility report. If the student meets eligibility requirements per the report, he/she will be deemed eligible. OR
 - o If the student is not eligible, per the report run on the first day of the reestablish week, he/she will be required to obtain a reestablishment sheet from the HS Office and reestablish with the teacher(s) that he/she is ineligible in and return that sheet to the AD by 3:40pm of the reestablish day.
- A RE ESTABLISHED LIST CONTAINING THE NAMES OF ALL STUDENTS WHO WERE INELIGIBLE THE PREVIOUS WEEK WITH A NOTATION OF THOSE WHO HAVE RE ESTABLISHED WILL BE DISTRIBUTED TO STAFF.
- The Activities Director will notify every ineligible student in a timely manner before the next event for which they are ineligible.
 - o If a report is not run or the student has not been notified, the student is considered eligible.
- During the first week a student is ineligible they may still practice with their team.
 - o If a student remains ineligible for a **second consecutive week it is recommended they spend their practice time after school in the study lab** or with a classroom teacher getting help with their subjects; however, they may practice with their team—*at the coach's discretion*.
 - o Students who remain ineligible for a **third consecutive week may not practice with their team** and it is strongly recommended that they spend time in the study lab and/or with teacher(s) working to become eligible. A student who is ineligible for four consecutive weeks will be required to meet with the principal, a parent/guardian, and the coach (if s/he is participating in an extracurricular activity).
- Students who are ineligible may not travel with their team to observe events.
- Ineligibility that occurs at the end of the fourth quarter grading period will not carry over to the first quarter of the following year. Except for the following semester guidelines:
 - o Incoming 8th grade and current high school students may be failing in no more than one class in which they are enrolled during the first semester to be eligible for the second semester,
 - o and they may be failing in no more than one class in which they are enrolled during the second semester to be eligible for the first semester the following year.
- Ineligibility bars participation in all co-curricular activities except for events in which credit can accrue or class meetings.

Participation Requirements

- **Students must be in attendance all day to practice, play or participate in an activity that day, or be in attendance all day of the previous school day if the activity is on a non-school day unless prior arrangements have been made and cleared through the office.** The only excusable absences are Medical/Dental appointments and family emergencies (death/illness in the family). Medical/dental appointments will be excused ONLY by a note from the medical practitioner. The secretary will notify coaches of any

unexcused absences.

- **MORNING PRACTICE-Students must attend school all day the day of morning practice or they will not be allowed to participate in the next scheduled event. Examples: Games, field trips, etc.**
- All activities are an extension of the school day; therefore, all school rules and behavior expectations apply when on the bus, while traveling, staying overnight or otherwise away from our school. Don't do anything to embarrass yourself, your family or your school.
- Transfer students to Shoshoni High School will be eligible to participate provided they were eligible by the standards of their former school and by the standards established by the WHSAA.

Alcohol / Tobacco / Drug Policy

The use and / or possession of mood-altering chemicals such as alcohol, tobacco, drugs or drug paraphernalia (including vapor pens and electronic cigarettes) by participants of extra-curricular activities (regardless of age) is prohibited. This policy shall be in effect beginning with the first day of school (or first day of practice) in August and end on the last day of school (or final competition) in May; in addition, these rules will be in force at all school sponsored summer activities (i.e. open facilities, summer camps, etc.).

Note: IF A STUDENT VIOLATES THESE RULES AT AN OFF-CAMPUS, SCHOOL SPONSORED ACTIVITY, A PARENT/GUARDIAN WILL BE REQUIRED TO PICK STUDENT UP IMMEDIATELY AT THEIR OWN EXPENSE.

A suspension will carry over into the next activity season of participation, provided the student/athlete successfully completes that entire season.

Once a violation has occurred, penalties will be graduated and assessed to level 2 and level 3 for one year from the date of the incident. The student's record is cleared after 365 days without violations.

Definition of an Offense

1. If reasonable evidence is presented to the principal that would cause the principal to believe such an offense has occurred; even if a ticket from law enforcement is not issued
2. Notification of an offense from the Student Resource Officer to the coach, AD, or principal
3. If a participant is convicted or enters into a plea bargain in the court system
4. If the student comes forward and discloses that he/she is guilty of an offense prior to school administration or coaches being aware of the incident. These students will also be eligible to receive a reduced sentence; at the discretion of administrators

Infraction Chart

All contests are per WHSAA guidelines for what constitutes a contest in each sport/activity

Infraction	1st Violation	2nd Violation	3rd Violation
Tobacco and Alcohol (use or possession)	FB & TK= 1 contest VB, BB & WR= 2 contests Activities = 1 contest	FB & TK= 2 contests VB, BB & WR= 4 contests Activities = 2 contests	FB & TK= 4 contests VB, BB & WR= 8 contests Activities = 4 Contests
Controlled Substance—Not prescribed to the individual (use or possession)	FB & TK= 4 contests VB, BB & WR= 8 contests Activities = 4 contests	FB & TK= 8 contests VB, BB & WR= 16 contests Activities = 8 contests	365 days

For all tobacco, alcohol, controlled substance violations:

- The contest suspension will count all levels (e.g. Varsity/JV) as 1 contest
- Attendance at practice will be at the discretion of the coach or advisor. Parents/Guardians will be notified, and a record will be kept of the pertinent facts, actions and contracts associated with the consequences.
- The student will complete an alcohol/drug diversion program as deemed appropriate under the guidance of the onsite SRO and/or administration. All costs that may be associated with the diversion program are the responsibility of the student and his/her family.

BOARD POLICIES

JECD HOMELESS CHILDREN

Fremont County School District #24 has policy JECD and regulation JECD-R for Homeless Children and their rights to education as well as a referral form and dispute resolution. The following excerpt is from the board policy; the entire policy and regulations can be found in the district's board policies on our website under **About Us > Governing Board > Governing Board Policies > Section J.**

Fremont County School District #24 is committed to the success of all students, including those experiencing housing instability. If you are in a temporary living situation such as a shelter, are sharing housing with others due to financial hardship, or are currently residing in below-standard housing, you may be entitled to certain rights and services.

JFCH -Alcohol Use And Drug Abuse By Student

The Board recognizes the need for an environment that protects 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 acquired 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, drugs, and other substances used for illicit purposes.
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 illegal or inappropriate use, possession, or distribution of alcohol, drugs, and other substances on school property or in connection with any school activity. Violation of this procedure shall be cause for parental conference. In addition to a parent conference, such violations require that law enforcement agencies will be notified. The student will be suspended from school and may be recommended for expulsion.

Sexual Harassment

Sexual harassment of students is prohibited. An employee or a student engages in sexual harassment whenever he/she

- makes unwelcome sexual advances,
- requests sexual favors, or
- engages in other or physical conduct of a sexual or sex-based nature imposed on the basis of sex, which denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of substantially:
 - interfering with a student's educational environment;
 - creating an intimidating, hostile, or offensive educational environment;
 - depriving a student of educational aid, benefits, services, or treatment; or
 - making submission to or rejection of such unwelcome conduct the basis of academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Principal. Complaints are kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

JGE - Weapons Policy

Section 1. Definitions.

- a. Items in the following categories are defined as weapons:
 - a. Type 1: Deadly weapon as defined in W.S. 6-1-104 (a) (iv).
 - b. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, stars, ammunition, etc.

- b. "Possession" means having a weapon actually in a student's personal possession, or in their desk, locker, or vehicle.
- c. "Use" means threatening to or actually inflicting injury on another person with a weapon.
- d. "Campus" means within the boundaries of real property used by the school district primarily for the education of any student in any grade from Kindergarten through Twelfth Grade.

Section 2. Possession or use of weapons.

- a. "Possession" of a Type 1 or Type 2 weapon on campus, or at a school activity, or within any school bus is prohibited.
- b. "Use" of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

Section 3. Penalty.

- A student, who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year except that the Superintendent of Schools may modify the expulsion requirement on a case-by-case basis. The Superintendent must notify, in writing, all parties of any modification of expulsion.
- A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.
- A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Trustees for further disciplinary action up to and including expulsion from school.

Section 4.

- a. Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. 21-4-305 (d).

Section 5.

1. After the applicable notice and hearing requirements of this section are complied with if it is determined that a student is to be expelled pursuant to section 3 (a) of this policy, the Superintendent shall notify the district attorney of the violation together with the specific act in violation of this subsection and the name of the student who is being punished pursuant to subsection 3 (a) of this policy.
2. The school district will refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in Section 921 of Title xviii of the U.S. Code to school.

JHCD - ADMINISTERING MEDICINE TO STUDENTS

MEDICATION GUIDELINES

It is not the school district's responsibility to dispense prescribed medications or those over-the-counter remedies that a parent/guardian or physician may prescribe for a student. However, to assure school attendance for students who must use medications in the treatment of chronic or acute illness, the school will dispense medication when necessary. IF AT ALL POSSIBLE, IT IS BEST WHEN MEDICATION CAN BE GIVEN AT HOME.

The district does not provide any emergency medications, cough drops, throat lozenges, or antacids for student or staff use.

The district does provide Caladryl, lip balm, petroleum jelly, saline eye wash, contact lens

solution, Benadryl ointment, and medicated ointment for scrapes and scratches.

For any student who is required to take medication during the school day, the following guidelines have been established:

1. The parent or guardian will ensure that proper arrangements are made for the dispensing of any medication to their child(ren) while at school. Arrangements may be made by providing the school nurse with a completed "Request for Administration of Medication Form." Written authorization from the physician must include: a start and stop date; the student's name; the name of the medication, dosage, time to give, how to give and any reportable adverse reactions or side effects of which school personnel should be aware. Prescription medication must be labeled by the pharmacist to include: the date, student's name, physician's name, medication name, dosage and the time it is to be given. ****PLEASE REQUEST THAT YOUR PHARMACIST PREPARE LABELED CONTAINERS FOR BOTH SCHOOL AND HOME. ****
2. Prescription and/or over-the-counter medications parents/guardians want made available to children must be sent to school in the original container along with a completed "REQUEST FOR ADMINISTRATION OF MEDICATION" form.
3. All medication will be kept in a locked container as designated by the school nurse.
4. The student will be responsible for coming to the nurse's office and taking the medication with supervision.
5. The school WILL NOT furnish medication under any circumstances.
6. Parents are encouraged to regulate dosages of medication so that those items need not be brought to school by students.
7. **INHALER/EPI-PEN EXCEPTION** - Pursuant to W.S. 21-4-310, a student may possess and self-administer asthma medication in a school of the District if a written statement is submitted to the District containing:
 - a. Parental verification that the student is responsible for and capable of self-administering medication and parental authorization for self-administration of asthma medication;
 - b. Health care provider identification of the prescribed or authorized asthma medication and verification of the appropriateness of the student's possession and self-administration of the asthma medication;
 - c. The written verification required by this policy shall be provided on the forms provided by the State Department of Education and shall require the signatures of the parent or guardian of the student and the student's physician or physician's representative.

"Asthma medication" means prescription or non-prescription inhaled asthma medication.

JICFA-Harassment, Intimidation And Bullying

Harassment, intimidation or bullying of students at school is prohibited.

"Harassment, bullying, or intimidation" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

"School" as used in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where

the school is responsible for the child.

Harassment will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

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. All students must avoid offensive or inappropriate behavior.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Students who witness harassment, intimidation or bullying of another student shall report that conduct either in person or anonymously to a teacher, a principal, or other school staff member as soon as possible. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report.

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. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

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.

When a student reports that he or she has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), the student's teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

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

JLJ - SECLUSION AND RESTRAINT IN SCHOOLS

It is the policy of Fremont County School District No. 24 to regulate the use of seclusion and restraint with students pursuant to W.S. '21-2-202(a)(xxxii), W.S. '21-3-110(a)(xxxi), and Chapter 42 of the Wyoming Department of Education rules (hereinafter Rules). This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint.

(regulations/forms are available online at <http://www.shoshonischools.org> under About Us > Governing BOARD, Governing Board Policies.)

FERPA Information

Family Educational Rights and Privacy Act (FERPA) - Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Fremont County School District #24, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Fremont County School District #24 may disclose appropriately designated "directory information" without written consent, unless you have advised the Fremont County School District #24 to the contrary in accordance with Fremont County School District #24 procedures. The primary purpose of directory information is to allow the Fremont County School District #24 to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Fremont County School District #24 to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Fremont County School District #24 in writing by **September 7, 2018**. Fremont County School District #24 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study

- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

More information is available in board policies JRA, JRA-1, AND JRA-2 available online.

KIB - SEX OFFENDERS ON SCHOOL PROPERTY

Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010, registered sex offenders requesting permission to be on Fremont County School District #24 property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate principal no later than three (3) school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

For further information regarding procedures, please review the policy in the policy manual.

GBR - COPYRIGHT POLICY

Fremont County School District #24 recognizes that United State Code makes it illegal for anyone to duplicate copyrighted materials without permission of the copyright holder, except for certain exempt purposes.

The Board further realizes that severe penalties may be imposed for unauthorized copying of audiovisual or printed materials, and computer software, unless the copying or using conforms to the "fair use" and "public domain" doctrine.

Under the "fair use" and "public domain" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

THE PURPOSE OF CHARACTER OF THE USE. The use must be for such purposes as teaching or scholarship.

THE NATURE OF THE COPYRIGHTED WORK. Staff may make single copies of: book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines

THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED. Copying the whole of a work cannot be considered fair use; copying a small portion may be allowed if adopted procedures are followed.

THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalty.

JECF - LEGAL GUARDIANSHIP

Students are required to attend school in the district where their parents or legal guardian(s) reside. When a student does not reside with his/her parent(s), the person(s) responsible for that student must have legal guardianship of the student.

A person who enrolls a student who has a note or a notarized note from the parent is not a legal guardian unless he/she is named the legal guardian in a court document. A copy of the certified court document identifying the person as the legal guardian must be filed in the student's cumulative file.

The legal guardian or legal custodian shall present proper documentation from a state or federal agency placing the child with the person with whom they reside. If such court order or documentation has not been issued at the time of enrollment, the person with whom the student resides shall present a notarized statement to the enrolling officer of intent to seek such court order and shall provide such documentation within thirty (30) days of the student's enrollment. Failure to present satisfactory proof, as outlined above shall require the automatic withdrawal of the student.

In all cases the superintendent reserves the right to make an independent investigation and to make the final determination as to the guardianship of a student.

DISCRIMINATION PROHIBITED

Fremont County School District #24 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, or the Americans with Disabilities Act, may be referred to the **District Superintendent**, Coordinator for the Office for Civil Rights, Fremont County School District #24, 404 Wrangler Way, Shoshoni, WY 82649, or phone (307) 876-2583, or the **Wyoming Department of Education, Office for Civil Rights Coordinator**, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-0050, or (307)777-6218, or **Office for Civil Rights, Region VIII, U.S. Department of Education**, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or (303)844-5695 or TDD (303)844-3417

VOLUNTEER POLICY AND PROCEDURE

It is the policy of the Fremont County School District #24 to accommodate the services of volunteers in its programs or activities when those services benefit and enhance the resources and the students of the School or District.

Volunteer Policy Statement:

- To strengthen school-community relations by providing interested parents and community members a chance to effectively participate in programs of the School or District.
- To provide parents and community members with an opportunity to learn more about the operation, objectives and programs of the District.
- To broaden and enrich the students' experiences through interaction with volunteers.

In an effort to assure that we have documentation on all of our parent/community volunteers, please indicate below your intentions to volunteer at the school district.

Volunteer Guidelines:

If you plan to only volunteer on a **sporadic basis less than 36 hours per school year**, you will need to complete the Volunteer Packet and get approval by the building principal BEFORE you can begin volunteering. This includes, field trips, classroom time, extracurricular activities, athletic events or practices.

If you plan to volunteer for **36 or more hours during the school year, regularly in the classroom setting, an overnight field trip, or for a full sports season**, in addition to the Volunteer Packet, you will need to undergo a Division of Criminal Investigations Fingerprint Background Check with completed results to the district BEFORE you can begin volunteering. Please note that the fingerprint process takes up to 10 days to complete once the fingerprint cards have been submitted.

_____ **I plan to Volunteer less than 36 hours per school year. I will complete the Volunteer Packet for approval.**

_____ **I plan to volunteer for more than 36 hours per school year, overnight field trips, or sports season. I will complete the Volunteer Packet and DCI Fingerprints.**

- Volunteer Packets are available online at www.fremont24.com > Parents > Volunteer Packet or may be obtained in the District Office at FCSD24. The Oath & Consent form as part of the Volunteer Packet requires a notarized signature. This can be done in the District Office or at a Notary of your choice.
- Fingerprinting can be done at the District Office or Fremont County Sheriff's Office, free of charge or the Riverton Police Department for a \$5 fee. If you wish to have them done at the school district, please contact the District Office at 876-2583 to schedule an appointment.

VOLUNTEER INFORMATION

VOLUNTEER NAME:

STUDENT NAME(S):

CONTACT PHONE:

EMAIL ADDRESS:

VOLUNTEER SIGNATURE:

DATE:

Student Health and Wellness Protocol 2021-2022

Guidelines from the Wyoming Department of Health, the CDC, local Health authority guidance and orders, along with guidance from the Wyoming Department of Education will be adhered to and updated as the situation progresses throughout the 2020-2021 school year.

Currently, student health assessments will be performed prior to boarding school transportation or before entering the building. Student and staff face coverings/masks will be provided to wear if social distancing of 6 feet is not possible. Updates to this process will be shared as applicable.

If while in the building, staying in the classroom is counterproductive to the student's education related to the safety and wellness of themselves and/or others, a decision may be made to send the student home.

PLEASE notify the school nurse of any illness or medical condition for which your child is being treated or monitored. Upon registration a Health Packet must be filled out completely to best care for your student.

We ask that you please inform the school if testing for COVID-19 has occurred, this information will be confidential. If your student tests positive, a contact tracing will be done by your healthcare team.

If your student exhibits symptoms that are consistent with COVID-19 or other communicable diseases as listed, **PLEASE DO NOT SEND THEM TO SCHOOL!** Please contact your child's healthcare provider for guidance if your child has any of the following symptoms. If students exhibit any of these symptoms at school, they will be put in a separate area until a parent or guardian picks them up from school.

Students must be picked up from school within one hour of parent/guardian contact of illness or injury.

The following symptoms are not all inclusive but are indicative of potential illness:

- Fever (100 or higher) or feeling feverish
- Repeated chills
- A new or worsening cough
- New or or worsening shortness of breath or difficulty breathing
- New or worsening fatigue
- New or worsening muscle or body aches
- New or worsening headache
- New loss of sense of taste or smell
- Sore throat
- New Congestion or runny nose
- New abdominal pain
- Diarrhea - repeated loose or watery stools
- Vomiting - episode is not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy foods. If the event is unwitnessed at school, the nurse may use their discretion based upon student health assessment.

If your student has had close contact (within 6 feet for at least 10 minutes) with someone diagnosed with Covid-19 in the two weeks preceding the start of in building instruction or otherwise following starting of school, please keep your student home and contact your healthcare provider for further guidance. Please contact the school nurse as well.

Other health condition considerations to keep students home from school, or for students to be sent home from school:

Asthma: Symptoms that do not respond to prescribed medication, if no prescribed medication is available for treatment of asthma symptoms, or if concerned with COVID-19 the possible exacerbation trigger. **School year 2020-2021 we will be following guidelines to not use nebulization unless emergent, and rescue inhalers have not been effective. If**

nebulization occurs, proper airborne precautions and CDC guidelines for COVID-19 in regards to transmission, cleaning and disinfecting will be managed in the nursing office.

Diabetes: A blood glucose of greater than 300, inadequate supplies to treat diabetes at school, blood glucose less than 60, or accompanying low blood glucose symptoms such as feeling weak, hungry, trembling and feeling shaky, sweating, pounding heart, pale skin, or feeling frightened or anxious.

Individuals with Diabetes may be at higher risk of complications if COVID-19 is contracted, please speak with your provider regarding precautions to take. Please inform the school nurse if a treatment plan change has been advised.

Head lice: Students will be sent home if *live* lice are identified. Students may be at school with nits but will be monitored by the school nurse.

Localized rash: A new rash/skin changes of undetermined origin is a sign of potential illness. **Please contact your healthcare provider for care.**

Pink eye or purulent conjunctivitis: Defined as pink or red conjunctiva with white or yellow eye drainage. The student will be sent home if accompanied by a fever, unable to avoid touching their eyes, or there is drainage from the eyes.

When students may return to school:

Please supply the school with the release to return to school if greater than 3 days of school day absences.

If your child's illness was COVID-19 related, please follow your healthcare provider's recommendations for return to school and regular activity.

FEVERS: Keep your child home until they have been fever-free, WITHOUT fever reducing medicine, for **72 hours**. Returning to school too soon may slow your child's recovery and make others sick as well. If your child needs medication to feel better to attend school, please keep them home.

VOMITING OR DIARRHEA: Keep your child home for 24 hours after the **LAST** time they vomited or had diarrhea. If your child needs medication to control either of these symptoms, please keep them home!

ANTIBIOTICS: Keep your child home for 24 hours after the FIRST dose of antibiotics and per your healthcare providers instructions. If your child started antibiotics, but still has FEVER or further severe symptoms, or still not feeling well in general, please keep them home as they will not be productive at school and can still be potentially contagious to others.

HEAD LICE: Students may return to school once treatment has been initiated.

******In the event of a student medical emergency, school personnel may call 911, and the student may be transported to a medical facility via ambulance.*****

Please assist us with following these illness guidelines to eliminate spreading illness to others, as well as prolonging your own child's illness. Thank you!

Parents *must* initial each box and sign and **students must sign the PARENT RELEASE to acknowledge that you have read and understand each of the releases and/or warnings.**

ALL of the following forms must be COMPLETED and returned to the office BEFORE LAPTOPS WILL BE ISSUED:

- ✓ ***Student Information***
- ✓ ***Health Information***
- ✓ ***Parent Release***
- ✓ ***Laptop Insurance***

Parent Release

READ AND INITIAL EACH OF THE FOLLOWING RELEASES, THEN SIGN, DATE, AND RETURN TO SCHOOL

Publication of personal information on the Internet and/or media events

I understand the Laptop Acceptable Use Technology Policy and release the district from any liability resulting from or connected with the publication of my child's work, first and last name, or photograph. **If you do NOT wish to have these published, please notify the school principal in writing.**

Initial

I understand the Wyoming Department of Education may use my student's photo and/or audio and video recordings to promote a healthy image of our students, schools, and practices.

Parent/Guardian Insurance Waiver

I have read the insurance information letter and understand that **the district does not provide any type of health or accident insurance** for injuries incurred by my child at school or at a school activity. **I have adequate health/accident insurance to provide for the care of my child in the event of an accident. Proof of insurance will be required before students may participate in extracurricular activities.** ****If providing insurance for your child is not possible at this time, contact the high school office for additional information.**

Initial

Counseling

My child has permission to see the counselor as deemed necessary by the administration.

Initial

Permission to Seek Emergency Medical Treatment

I hereby authorize Fremont County School District #24 and its faculty members in charge of my child (named below) to obtain all necessary medical care in the event that I cannot be reached to authorize it myself. I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Initial

Handbook/Hathaway Requirements

I have read and discussed the student handbook with my child. S/he and I agree to abide by the policies and procedures in the book. The handbook is ONLINE only (see below). A paper copy may be requested from the school secretary.

Further, I have read and understand the requirements for the Hathaway Scholarship and Success Curriculum, including the 8th grade Unit of Study.

Initial

Notification of Daily Transportation Change

If your students need notification of a change of transportation, i.e. ride the bus or not ride the bus etc.

Please make the request prior to 2:30 PM. This will allow the secretaries adequate time to ensure delivery is accomplished by the time the students are heading out at the end of the day. We understand that emergencies do occur in untimely fashion and will continue to attempt to fulfill your requests at whatever time we receive them.

Initial

Parents must initial each box above and sign below and students sign to acknowledge that you have read and understand each of the releases and/or warnings.

Parent Signature _____ Date _____

PRINT STUDENT NAME & grade _____

Student Signature _____ Date _____

ELECTRONIC HANDBOOK

GO TO <http://shoshonischools.org/>

QUICK LINKS

PARENTS

7-12 STUDENT HANDBOOK