

# Hot Springs County High School

2017-18



## Student Handbook

**Stretch Culture:** Growing both students and adults through a professional learning community model.

**Breez Longwell Daniels, Principal:** The primary goal of HSCHS is to ensure high levels of learning for ALL students. Academic growth is an extension of the efforts of many, including teachers, parents, students, and support staff. Student success is the responsibility of everyone. Likewise, failure belongs to everyone. Achieving success includes combining clear goals with a growth mindset, and perseverance.

**Catie Deromedi, Dean of Students:** Working with students to develop a growth mindset culture, with a focus on student engagement, consistent academic and behavioral expectations and a clear vision that ALL students can learn at high levels.

HSCHS: 307-864-6511

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## 2017-18 Student Theme: A Vision of Future Self

### Student and Staff Code of Conduct

- Students and staff will speak to each other with mutual respect in word choice, tone and attitude. The use of profanity will be prohibited, swearing is never acceptable in the workplace.
- Students and staff will put away and turn off cell phones and other personal electronics during instructional class time, except for specific academic use.
- Students will wear basic work appropriate clothing. Staff will dress in business casual attire. Resource: (<https://www.thebalance.com/business-casual-dress-code-1919379>).
- Basic principles of a workplace will be honored, this includes:
  - Be on time
  - Arrive ready to work
  - Contribute to a positive working environment

### HOT SPRINGS COUNTY SCHOOL DISTRICT #1 BELIEF STATEMENT

#### We Believe In:

- Learning as our fundamental purpose
- Collaborating for continuous improvement
- Focusing on results
- Partnering with parents & community
- Preparing all students for their future

### Handbook Orientation

- A. All students and parents will sign a form entitled, “Acknowledgement of Receipt and Review of the HSCHS Student Handbook” as part of the registration process. Electronic copies are available on our District website and hard copies will be furnished upon request.
- B. Orientation and in-service – The Principal will conduct orientation and in-service meetings each year for all building personnel specifically on the subject of district student discipline and student handbook.
- C. Student Orientation – Teachers and/or administration will review the HSCHS Student Handbook in detail with students during advisory within the first 8 days of each school year. Students enrolling after this time will review the Handbook as part of the enrollment process.

#### **HSCHS Guidance Counselor: Cortney O’Connor**

For specific guidance in selecting appropriate courses contact Mrs. O’Connor.

#### **School Secretary: Donna Apland**

Mrs. Apland is a resource for information in the handbook and can provide contact information for HSCHS staff and administrators to answer specific questions.

# Graduation Requirements

Requirements for graduation from Hot Springs County High School include evidence of proficient performance on the uniform student content and performance standards for the common core of knowledge and common core of skills specified under Section 8 of W.S. 2-9-101(b) and W.S. 21-2-304(a)(iii) and referenced to W.S. 16-3-103(h).

## Course Credits Required

### CLASS OF 2018 AND 2019

English	4 Credits
Science	3 Credits
Social Studies	3 Credits
Math	3 Credits
Health	½ Credit
PE	½ Credit
Electives	<u>11 Credits</u>
<b>REQUIRED</b>	<b>25 Credits</b>

\* College Credits (With the exception of English 1010/1020 and Math 1400/1405 - must take a full year)

- 1 – 2 credits = .5 high school credit per semester
- 3 + credits = 1 high school credit per semester

## Enrollment:

All students must be enrolled as full-time students to advance grade levels. Once week four of a semester has started, a student may not enroll at Hot Springs County High School without transfer grades.

## Promotion:

In order to be classified as: A 10 grader, you must have earned six 9th grade credits. To advance to 11th grade, you must have earned a minimum of twelve class credits and be on track to meet minimum graduation requirements. In order to be an official “senior” you must be on track for graduation with course requirements, have an ACT score on file and be enrolled as a full-time student.

Consideration for Promotion (Class of 2019, 2020, 2021):

Students must be on track at each grade level to meet minimum Wyoming Department of Education requirements for high school students, as well as earn 25 class credits. .

Math- 4 years of math

Must include Algebra 1, Algebra 2, Geometry and an additional math.

Language Arts- 4 years of Language Arts

Science- 4 science courses

Social Studies- 3 years of social studies

Additionally:

Two years of fine and performing arts OR

Two years of sequenced foreign language OR  
Two years of career-vocational education

## **Student Course Requirements:**

Students will be enrolled in assigned classes for the entire school day. Students will not have “free” periods. Each academic hour of school from 8:20 am to 3:55 pm will have enrollment requirements.

## **Modified Block Schedule**

The **modified block schedule** will allow students to take classes that range from 50 minutes to 100 minutes, as well as advisory. Students will be assigned classes based primarily on assessment scores (MAP/ASPIRE/ACT), as well as course grades the prior year, and teacher recommendation. \*Classes labeled with a “+” or designed as a 100 minute block will provide additional learning opportunities, student support, practice with teacher guidance at school with very limited or no homework in these classes.

## **Honors Classes & Honor Class Requirements**

Honors Classes will be 50 minutes in length and students opting to take an honors class will have an expectation to complete homework and assigned projects outside of the school day as required by the teacher.

Honors Class Requirements:

- A/B in prerequisite course as an 8th grader or high school student.
- MAP/ALEK/PAWS/WY-TOPP/ACT data that indicates the student is performing at a proficient or advanced level in the specific content area.
- And/or teacher recommendation of student work ethic and commitment to learning.

## **100 Minute or + Math Class:**

These classes are designed to provide support and extra practice for the regular Algebra and Geometry curriculum that emphasizes the development of skills, techniques, and applications that deal with algebra, number relations, linear equations, formulas, polynomials, graphing, systems of equations, factoring, and quadratic and exponential equations. The extra time will allow students to read, write, and discuss solutions with other students and practice and extend math concepts with teacher support. There will be limited or no homework in these classes with all work completed in class with teacher support.

**\*Geometry:** all students in this class will have a required 100 minute block to support the pilot of integrated math at HSCHS.

## **100 Minute or + Language Arts Class:**

These classes are designed to help students who need skill development with reading and writing. Teacher support with assignments will be provided in the language arts class to help students reach grade level proficiency, and provide class time to read novels and write papers. \*English credit recovery students will be required to be in a 100 minute or + language arts class.

## **100 Minute or + Program Rationale Statement:**

**MAP/ASPIRE/ACT parent reports include a statement that a student is “on track” or “in need of support” in regards to core classes.** Teachers, parents, and counselors may also provide input in identifying students who are reading and writing below grade level, and/or students who need additional time and support to achieve grade level standards in language arts, math or science.

## **Class Placement Criteria:**

ASPIRE/ACT, State assessment, MAP testing, other testing data and grades, teacher recommendation, and counselor recommendation are all utilized to determine class placement. Students, who score as “not on track” or “in need of support” are below grade level, are not proficient, or fail English or math courses will be required to take interventions courses to include + or 100 minute classes. Parents may request and sign an opt out form with the understanding that the student may not be on track for career and college readiness.

## **Changing Schedules / Dropping classes**

Students will be allowed to change classes during the three days (3) days at the beginning of each semester. They must petition the Principal for permission to drop a class after that time period. Withdrawals after that date may result in failing grades on transcripts.

## **Hathaway Scholarship**

Hathaway Scholarship is determined with a combination of GPA and ACT Scores:

The State of Wyoming provides Hathaway Merit and Need Based Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship.



# REQUIREMENTS



## MAX AWARD AMOUNT

8 full-time semesters

## WHERE YOU CAN USE IT

May be used at a WY community college or UW

## LANGUAGE ARTS (YEARS)

4 (9-12 grade only)

## MATH (YEARS)

4 (grades 7-12)  
Algebra I, Algebra II, Geometry and one additional math course

## SOCIAL STUDIES (YEARS)

3 (9-12 grade only)

## SCIENCE (YEARS)

4 (9-12 grade only)  
Only 1 year of additional science can be taken

## FOREIGN LANGUAGE (YEARS)

2 Sequential Courses  
1 HS level course before 9th grade allowed

NONE

NONE

## ACT SCORE

25

21

19

17

(Or score a 12 on WorkKeys)

## HIGHSCHOOL GPA

3.5

3.0

2.5

2.5

## ADDITIONAL REQUIREMENTS

2 years of either fine arts, career and technical education, or additional foreign language (non-sequenced) (9-12 grade only)

2 years of either fine arts, career and technical education, or 2 years foreign language (sequenced) (9-12 grade only)

4 full-time semesters. Students with a certificate can extend for an additional 4 full-time semesters at a community college.\*

Must start at a WY community college

Current HS graduation requirements

Current HS graduation requirements; at least 2 of these courses: Algebra I, Algebra II, Geometry

Current HS graduation requirements

Current HS graduation requirements

\*Students with an associate's degree can extend for an additional 4 full-time semesters at UW.

## Coursework Requirements (By Scholarship Level):

### Honors Level:

\$1,680 per semester (for equivalent of 8 full time semesters 4 can be used at a Wyoming community college)

GPA and ACT Required: 3.5 GPA and 25 ACT Coursework Required:

- MATH Students must complete four years of math to include Algebra I, Algebra II, Geometry, and an approved additional math course (consult your counselor about approved courses).
- LANGUAGE ARTS (English) Students must complete four years of Language Arts at the college or industry preparatory level in grades 9-12 to include standards in Reading, Writing, Listening and Speaking.
- SCIENCE Students must complete any four of the following Science courses: Physical Science, Physics, Chemistry, Chemistry, Biology, Dual Credit Biology, Earth Science, Computer Science, plus an approved additional Science course (consult your counselor about approved courses)
- SOCIAL STUDIES Students must complete three years of Social Studies to include a combination of the five Social Studies content areas: World History, American History, Geography, American Government, and Economic Systems & Institutions
- FOREIGN LANGUAGE Students must complete two sequenced years of the same foreign language, one of which must be taken in grades 9-12.
- IN ADDITION TO THE ABOVE COURSEWORK, students must also complete two additional years of FOREIGN LANGUAGE courses (may be sequenced or nonsequenced different language), or two years of FINE AND PERFORMING ARTS courses, or two years of CAREER VOCATIONAL EDUCATION courses.

### Performance Level:

\$1,260 per semester (for equivalent of 8 full time semesters 4 can be used at a Wyoming community college)

GPA and ACT Required: 3.0 GPA and 21 ACT Coursework Required:

- MATH Students must complete four years of math to include Algebra I, Algebra II, Geometry, and an approved additional math course (consult your counselor about approved courses).
- LANGUAGE ARTS (English) Students must complete four years of Language Arts at the college or industry preparatory level in grades 9-12 to include standards in Reading, Writing, Listening and Speaking.
- SCIENCE Students must complete any four of the following Science courses: Physical Science, Physics, Chemistry, Chemistry, Biology, Dual Credit Biology, Earth Science, Computer Science, plus an approved additional Science course (consult your counselor about approved courses)
- SOCIAL STUDIES Students must complete three years of Social Studies to include a combination of the five Social Studies content areas: World History, American History, Geography, American Government, and Economic Systems & Institutions
- FOREIGN LANGUAGE Students must complete two sequenced years of the same foreign language, one of which must be taken in grades 9-12.
- IN ADDITION TO THE ABOVE COURSEWORK, students must also complete two additional years of FOREIGN LANGUAGE courses (may be sequenced or nonsequenced different language), or two years of FINE AND PERFORMING ARTS courses, or two years of CAREER VOCATIONAL EDUCATION courses.

## Opportunity Level:

\$840 per semester (for equivalent of 8 full time semesters 4 can be used at a Wyoming community college)

GPA and ACT Required: 2.5 GPA and 19 ACT Coursework Required:

- MATH Students must complete four years of math to include Algebra I, Algebra II, Geometry, and an approved additional math course (consult your counselor about approved courses).
- LANGUAGE ARTS (English) Students must complete four years of Language Arts at the college or industry preparatory level in grades 9-12 to include standards in Reading, Writing, Listening and Speaking.
- SCIENCE Students must complete four Science courses, three of which shall satisfy high school graduation requirements.
- SOCIAL STUDIES Students must complete three years of Social Studies to include a combination of the five Social Studies content areas: World History, American History, Geography, American Government, and Economic Systems & Institutions

## Planning For Postsecondary Education

As early as possible, students need to think ahead toward life after high school. About 25% of High School graduates go straight to a four year college or university, 50% enter two year community colleges, and 25% go directly into the workforce, the military, or to a technical training school. The individual student's plan will depend on his or her own needs and expectations. The sooner she/he can define these, the better prepared the student will be to make important educational choices.

Students who plan to attend college for a bachelor's (or higher) degree should begin planning their curriculum in eighth grade, and their financial planning should begin even earlier. The best reasons for obtaining a college degree include the following:

To Get a Better Job: College graduates earn, on average, twice as much as those who finish their education with just a high school degree.

To Learn How to Think Critically and Analyze Information: Critical thinking skills, logical reasoning, and analytical powers make a person's life more interesting and provide many new career options.

To Build a Network of References and Resources for Future Careers: Future opportunities come from both what you know and whom you know.

To Develop a Knowledge of and An Appreciation for Different Ideas, Philosophies, Cultures, and People: Strong leadership and active community participation require us to understand the world at large.

To Have Fun and Experience Life: College life should be enjoyable and educational!

## General Graduation / Grading Guidelines:

1. Anyone not completing the required subjects and required number of ~~credits~~ courses will not receive a high school diploma.
2. Honor roll and class rank will be determined by computing all subjects being granted credit.
3. Students will be enrolled in seven credits of coursework per day to maintain status as a full-time student.
4. Valedictorian and Salutatorian will be named at the 3<sup>rd</sup> Quarter Reporting period of Senior Year.

Traditionally, this honor is based upon cumulative GPA and this system **will be in effect for the classes of 2018 and 2019.**

**Hathaway Scholarships are awarded based on a student's cumulative GPA based on an unweighted standard 4.0 scale. Using this scale, a student is awarded 4 points for each A received in high school, 3 points for every B, 2 points for each C, and 1 point for each D. Plusses and minuses are not considered, i.e. an A- is still 4 points and a B+ is still 3 points.**

## **Special Note for Classes of 2020 and 2021**

**HSCSD1 Computation of Class Rank and Selection of Valedictorian and Salutatorian will be competitively weighted beginning this school year.**

### **\*New Format Begins with class of 2020**

Sophomores: \*Your Freshman year is straight GPA (no weights) for class of 2020. Weighting begins with your 10th grade classes.

Freshmen: \*The weighting system begins immediately upon high school enrollment for class of 2021.

\*Weighted grades include honors, dual credit, and Hathaway courses.

\*\*See CHART

## College Course Enrollment Counted for Weighted GPA

Limited to one course as a sophomore per semester

Limited to two courses as a junior per semester

Limited to three courses as a senior per semester

## Work Experience:

Limited to Seniors Only

2 Periods Per Day Maximum

Placement in Work Experience Requires Principal Approval

Eligibility for Work Experience will be Determined by Academic Standing

## Intervention Course Credits:

- Interventions Class will count as a .5 credit, while credit recovery will reflect credit earned.
- Study Table under the guidance of a teacher will be on the student schedule as a class and will count as a .5 credit per semester.
- Students in a 100 minute or + class may earn credit for the enrolled course as well as participate in credit recovery simultaneously.

## College Articulation, Dual Credit, Concurrent Credit

HSCHS students have the opportunity to gain college credit by taking courses from Central Wyoming College. All core subjects must be taken at Hot Springs County High School. Students may not take college courses to fulfill graduation credit. Semester graduation is disallowed because of opportunities for work experience, concurrent enrollment, and dual enrollment. Concurrent Enrollment provides juniors and seniors an opportunity to get college credit and experience college level academic expectations while on the HSCHS campus.

Sophomores may earn concurrent enrollment with permission of the principal.

- Students may not substitute CWC classes for classes that are already offered at the high school level.
- A 1 to 2 college credit hour class will be recorded as a .50 high school credit.
- A 3 credit hour class will be awarded one high school credit.

## Academic progress:

Academic progress is checked weekly, with teachers updating grades by Monday at 1:00 pm for the prior week. Athletic Eligibility for the upcoming week will be determined on Monday by 4 pm. Students not eligible per the Athletic Department Handbook will not participate in WHSAA activities for the entire week from Monday-Sunday. Academic Progress reports will be issued at the end of each nine weeks and reports will be mailed home

\*Students on the warning/ineligible list on Monday will have MANDATORY Advisory all week.

## Make Up Work:

When a student is absent for any reason, it is their responsibility to make arrangements for make-up work in Advisory the following scheduled meeting. For planned absences (including school activities) prior arrangements must be made with the teacher. For unplanned absences the student will be given the number of days absent, plus one day to complete work except for certain cases involving project due dates.

## HSCHS Weighted Grading System:

All Core Teachers (Math, Language Arts, Social Studies, Science) will use a weighted grading system. This system will place a lesser emphasis on daily work and student practice, more emphasis on weekly checkpoints that monitor student progress in course content, and the heaviest emphasis on outcome assessments (end of unit tests).

**G P A** is calculated based on a straight A = 4 , B = 3 , C = 2 a n d D = 1 basis .

All pluses and minuses will be converted to A 's, B 's, C 's a n d D's for GPA calculation. Pluses and minuses will still be shown on the transcript, but will not be used in the GPA.

The percentage equivalent for grading purposes is as follows:

A+= 100-99	A = 98-92	A- = 91-90
B+= 89-88	B = 87-82	B- = 81-80
C+= 79-78	C = 77-72	C- = 71-70
D+= 69-68	D = 67-62	D- = 61-60
F = 59-0		

## Outcome Assessment Retake Opportunities:

- At the completion of an essential unit of instruction students will complete required outcome assessments. \*Essential Outcome Assessments are identified in the HSCSD1 curriculum process. Not all assessments are "essential outcomes" and therefore not all assessments qualify for retakes.
- Students performing below grade level proficiency on essential outcome assessments will have a required intervention with the classroom teacher that includes a re-teach. Students are **required** to attend scheduled interventions and help sessions.
- The initial score from the original outcome assessment will serve as a placeholder in Powerschool until the student has the opportunity for a retake.
- An outcome assessment retake opportunity will be scheduled by the classroom teacher in a timely manner.
- Improved outcome assessment scores will be entered in Powerschool, replacing the original score if it was lower. The original score will then be exempted.

- ❑ If the score does not improve following the initial retake, another retake opportunity is solely at the teacher's discretion.

## Credit Recovery Guidelines

Initial grade earned will remain on transcript and calculated into the GPA. Credit Recovery Grade will be added to transcript.

## Advisory:

Each student will be assigned an advisor for academic, career, and life guidance.

### Advisory - Monday/Friday:

**All students are required time to meet with their advisor on Mondays and Fridays for the full session.** Time on Monday will be used to review prior week's grades, check Powerschool, sign up for interventions, and participate in schoolwide goals to increase academic achievement. Advisory time on Friday is also mandatory and will be used to reflect on the week, debrief with your advisor in regards to homework, projects, etc. and to hear schoolwide announcements.

### Advisory - Early Out

(Tuesday, Wednesday, Thursday) was created to allow teachers time to meet with students and provide timely interventions. Advisory early out is at the discretion of administration each week. Some weeks students will need to use advisory time for school-wide initiatives such as ACT prep. **All students are required to report to advisory for the first 5 minutes of class on Tuesday, Wednesday and Thursday to be notified by their advisor if they qualify for early dismissal or if a teacher has requested them for an intervention, or if admin has scheduled a school-wide initiative.** Advisory will be mandatory all week for students with D's and F's to provide time to get help in classes and make up work during the school day. Those students with a D or F do not qualify for an early release and are required to stay until the regular dismissal time at 3:55pm on Tuesday, Wednesday, Thursday. Administrators will assign consequences for those students with a D and/or an F who do not attend Mandatory Advisory or any student that skips interventions. Each student will be accountable to their advisory teacher in regards to attendance at required help sessions. Students with D's and F's will be informed weekly of academic progress and whether they will need to stay for Advisory. Parents will be notified if a student skips mandatory advisory. Skipping Mandatory Advisory will result in a school consequence.

## Community Service

A concerted effort will be made to instill the value of community service and gratitude toward the community through Advisory activities throughout the four years of each student's high school experience.

## Food Service Program:

### Freshmen Closed Lunch On Campus -

**Freshmen will not be allowed to leave campus at lunch for the first semester. During the second semester off-campus lunch may be offered as an incentive for good academic standing.**

Breakfasts will be served daily from 7:45-8:20 at \$1.75 and \$.30 for reduced. Healthy, between-class-snacks will be available mid-morning and mid-afternoon. A hot lunch will be served from 12:05- 12:35 at \$2.55 and \$.40 reduced. Sack Lunches will be available Friday for all students that sign up on Thursday. ~~only at RWE.~~ A two-lunch charge limit will be allowed. Students can pay any amount of money and it will be credited to their account. USDA prohibits discrimination in the administration of its programs. \* Students may be denied lunch if they continue to owe money to the cafeteria. Online lunch payment is available via the district website.

## GENERAL SCHOOL LIFE – GENERAL GUIDELINES

### 2017-2018 Bell Schedule

7:30 - 8:15	0 Hour
7:35 – 8:05	PLC (Staff)
8:20	First Bell
8:25 - 9:15	1st Period (hot drinks allowed)
9:20 - 10:10	2nd Period
10:15 - 11:05	3rd Period (snacks allowed)
11:10 - 12:00	4th Period
<b>12:00 - 12:35</b>	<b>Lunch (food in commons/outdoor area only)</b>
12:40 - 1:30	5th Period
1:35 - 2:25	6th Period
2:30 - 3:20	7th Period
3:25 - 3:30	Mandatory Advisory - Check IN!
3:30 - 3:55	Advisory (snacks allowed)

### Fridays

8:20 - 9:05	Advisory
9:10 – 10:00	1 <sup>st</sup> Session Interventions/Accelerations
10:05 – 10:55	2 <sup>nd</sup> Session Interventions/Accelerations
11:00 – 11:50	3 <sup>rd</sup> Session Interventions/Accelerations
11:55 – 12:20	Careers

## Cheating/Misleading Personnel

Students will not deceive, lead or guide with dishonest intentions. False notes or phone calls, tampering with tests, permits to leave, or attempting to receive credit for work that is not their own is considered cheating.

## Co-Curricular Activities

A student's standing in one course will not affect their opportunity to participate in required co-curricular activities held after normal school hours, as these are graded requirements of the co-curricular class. WHSAA Activities will not be considered co-curricular.

## Communication with Parent/Guardian:

An automated program will be used to make mass phone calls, texts, and emails to parents and guardians regarding school information. We will try to limit the use of phone calls and reserve its use for emergency and very important information. Text messages, Facebook posts, tweets and emails will be used for more general information whenever possible.

## Computers:

Each student will be issued a Chromebook for their use at school and at home during the school year. A yearly fee of \$15 for repair, replacement, and upkeep will be a part of the registration process. This device is school owned and content is filtered and monitored per CIPA rules and regulations. In the event of an "accidental" access of inappropriate content, the student should report the occurrence as soon as possible to the principal. (See Usage Agreement/Contract and Policy IJNDA, IJNDA-E)

## Dances

- Organizations desiring to sponsor a dance must schedule it through District Calendar Coordinator.
- School dances normally end at 12:00 a.m.
- Dances must have adequate supervision.
- **Once a person leaves the dance, he/she cannot re-enter.**
- Dance passes are required for guests who are not enrolled at H.S.C.H.S.
- Middle School students will not be allowed to attend high school dances.
- High school aged students who have dropped out of high school may not attend dances.
- Age limit for guests will be 20 years old or younger on date of event.. Photo ID will be required.
- All students must be dressed appropriately, or they will be asked to leave the dance.

## Food/Beverages

Small snacks (no meals) will be allowed in the classrooms ONLY with teacher's approval. Beverages may be allowed as a privilege, intentional abuse or frequent accidents will result in the individual student losing the privilege.

## Narcotics Dog:

HSCHS believes in maintaining a safe and orderly environment. The community expects a drug and alcohol-free school. When a referral is made that indicates possible drugs on campus, the police department



will be contacted and we will ask for the use of a drug dog. Lockers, bags, coats, classrooms, cars, and the parking lot may be searched. The school will be in "lock down" during a search.

### Parking Lot/Grounds Guidelines:

- Comply with all traffic laws on campus.
- **All pedestrians have the right-of-way.** Remember, young children are often in the parking lot.
- At times students may be asked to move vehicles or park elsewhere due to school business or activities. Students are expected to comply with any vehicle or parking requests made by school personnel regarding school property.
- Tickets will be issued to students violating parking lot/vehicle laws.

### Class/Truancy:

When going from one room to another during class periods, a student is expected to have staff or teacher permission. ~~a pass~~. If students are not in the class or area assigned, they are considered to be truant even if they remain on the school grounds.

### Public Display of Affection:

Students should not engage in kissing, sexual touching, and/or public display of affection on school grounds and/or at school activities. School consequences will apply to situations that occur at school events outside of regular school hours.

### Release of Students from Class:

Coaches and Sponsors will get release times pre-approved through AD/Principal and submit a list of traveling students to attendance, AD, principal, via email 3 days prior to departure. Any changes must be reported to attendance before departure. Students will not be released from class until the secretary or their designee does so via the intercom. Students will report to coaches and sponsors at such time without leaving the campus. Leaving without permission from the office could result in the student not participating in activities that day.

### Theft:

Students will not wrongfully take property of another person or of the school district. Students are expected to respect the real and personal property of the other students, staff, guests, and the school. Restitution may be required.

### Vandalism:

There will be no deliberate mischievous, malicious destruction or damage of property. Students should respect the property of other students, the staff and guests of the school district. Restitution can be required along with repair/replace of damage.

### Harassment

Harassment is unwanted and repeated and may include racial, sexual (verbal, physical, non-verbal), disability, ethnic, gender, ancestry, national origin, or religious harassment.

Students will receive instruction and discussion each year on the issue of harassment and how they can deal with it. School authorities will strive to help each student with this problem in a confidential manner. Generally, the following procedure will be used if a student makes a complaint to school authorities. The principal or designee will inform the student that there is a harassment complaint against them and that they must stop or change all actions that pertain to the complaint. Failure to correct the problem or to “get even” with the accuser will result in disciplinary action.

## Assault Battery, and Self-Defense

Students are prohibited from assaulting, battering, or harassing any school personnel or any other student. Law enforcement will be notified as appropriate and school consequences will apply.

## Physical Restraint

In cases involving assault, battery, harassment, or the use of force or the threat of physical harm against school personnel or against students in which school personnel are involved, reasonable force may be used by school personnel in the defense of or protection of other school personnel or student to prevent possible injury. This includes the use of reasonable physical force to restrain a disruptive student. School personnel are specifically authorized to use that degree of force necessary to prevent harm, defined as a reasonable and moderate, not excessive. Reasonable, moderate, and necessary force is used when no reasonable, effective alternative to the use of that degree of force exists to prevent the perceived harm.

## Safety:

Students are asked to observe the following:

- Students are not permitted, in the absence of supervising teachers, to work in laboratories or shops, use the gymnasium, cafeteria, or auditorium for activity purposes, or hold meetings in any room.
- There is to be no running in the halls or in the stairways when it presents a safety hazard.
- Faculty may correct any behavior that is perceived as unsafe.

## Safety Drills/Other Evacuations:

Hot Springs County School District participates in ALICE techniques for evacuation and school safety. Staff and students will be instructed and trained each year.

## Student Release in Times of Crisis:

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

## Textbooks and Equipment:

The school furnishes books to students for their use at no cost. These items are loaned to you and must be returned. Replacement value for any book which is lost may be charged to the student. Some courses will require lab and equipment fees. Students will be notified at the beginning of these courses the extent of charges for materials and/or equipment.

## Tobacco, Alcohol, and Other Drugs Free Environment - Students (JICG/JICH)

To carry out the goals of the district's health curriculum regarding the use of tobacco, alcohol, and other drugs, and to promote the health and safety of all students and staff, the use and/or possession of these products by students is not permitted on school property, in school vehicles, or at school sponsored activities. This is a 24-hour, all-district premises restriction. Wyoming State Law makes it illegal for anyone under the age of eighteen (18) to possess or use tobacco, and under the age of twenty-one (21) to possess or use alcohol. The use of alcohol beverages, tobacco, or dangerous/illegal drugs by students or possession of such by students in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol or drugs or following the immediate prior use of alcohol or drugs. This policy shall apply to all students regardless of whether or not they are of legal age to possess or use tobacco. This policy includes any sort of vape device or e-cigarette regardless of the nicotine content.

## Fighting

Immediate disciplinary action that may include suspension or expulsion will be given against individuals who participate in a fight or encourage it in any way.

A student who has made an effort to avoid a fight by bringing the situation to the attention of the school personnel will be given more consideration regarding any punishment that might be received. Failure to cease fighting when requested verbally by school personnel will result in notification of law enforcement and automatic out of school suspension. Students who obstruct or interfere with school personnel trying to stop a fight will be subject to the consequences of the fighting policy.

## Student Publications

Student newspapers, other publications that are school sponsored, and other printed materials shall not be disseminated, distributed, or transferred without approval of the principal or his/her designee.

## Weapons in School (JICI)

(Possession or Use of Weapons)

### **Section I. Definitions.**

a. Items in the following categories are defined as weapons:

- i. Type 1: Deadly weapon (as such term is defined in W.S. §6-1-104(a)(iv).
- ii. 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, etc.
- iii. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, 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 students in grades Kindergarten through twelve.

## **Section 2. Possession or use of weapons.**

- a. "Possession" of a Type 1 or a 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. Any 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.
- b. 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.
- c. A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

## **Section 4. Expulsion Procedures.**

- a. Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. §21-4-305(d).
- b. Discipline measures will follow all State and Federal laws including Section 504 and IDEA (Individuals with Disabilities Education Act).

## **Section 5. Notification to District Attorney.**

- a. 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 refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in §921 of Title XVIII of the U.S. Code to school.

# **ATTENDANCE PROCEDURE AND POLICY**

## **Philosophy:**

The learning process requires an investment of effort, energy, and time. We believe that our attendance policy serves two purposes. First, since absence from classes has a substantial negative effect on academic performance, our goal is to get each student to be in class on time every day. The second function of this policy is to help reinforce society's expectations toward attendance as it relates to work and other important commitments. This policy will be enforced on a "per class," "per year" basis.

## **General Attendance Guidelines:**

To successfully complete a class and receive credit, a student must:

- a) satisfactorily complete and pass class requirements;
- b) have satisfactory attendance as defined by HSCSD #1 Board policy.

**Honors Class Attendance:** Students habitually absent from an Honors Class may lose their seat in class and have an alternative classroom placement and/or interventions after 10 absences in a semester (unless medical).

**Parental Notification of Absence and/or Truancy:** Parents/guardians are expected to communicate with the school daily if their son or daughter is absent. Parents/guardians are asked to call in the day of the absence, or deliver a note the day following an absence, to the school office verifying any non-school related absence. The school attendance officer will try to contact the family the day of the absence to verify the student has permission to be out of school.

Consequences will be given if absences are determined to be unexcused. According to state law, determination of whether an absence is excused or unexcused lies with the school and not with the parent.

Any student leaving school during school hours must be excused with either a parental note or phone call. The student must check out in the attendance office before leaving and upon return. Passes will be given for admittance into your classes following any absence. Truancy applies to students who do not check out of school.

## Attendance Information

**14 Day Limit Per School Year: A maximum of 14 full days or 14 absences per class period will be allowed per school year.** This is limited to 10 absences in any one semester. Students absent from school at any point in the school day without parent permission will be considered truant and parents will be notified.

**Please be aware that if your student has ten (10) consecutive days of absences without parent notification, they will be automatically dropped from enrollment at HSCHS per state statute.**

The only exception to this would be if the student has been MEDICALLY excused by a physician in writing. An absence count will begin with the student's first official day of enrollment in class. No matter the length of the school day, a student is expected to attend.

**Friday absences will be counted as a "full" day absence.**

**Medical Note:** Students reaching the 14 day absence limit must have a physician's note specific to dates absent for all future absences for the remainder of the school year.

**Unexcused Absences** will Have Consequences Per the Discipline Code of Conduct.

**Attendance** - being in a designated classroom for a designated period of time, or attending an approved school activity.

**Absence** - not being in a designated classroom for a designated period of time. An absence will be recorded if a student enters the classroom more than 5 minutes after the tardy bell has rung, or misses 10 minutes of class without permission.

**Absences will impact a student's eligibility for activities per the athletic handbook.**

**School Related Absence** - Missing class due to school related reasons. The following absences will not count toward the 14 day absence limit:

- School sponsored activities
- Field trips
- Out-of-School Suspension
- In-School Suspension

- Administrative, counselor or teacher meetings

**Non-School Related Absences that will NOT count toward the 14 days per year total** = absence that the parents and school personnel considers compelling or unavoidable. Those absences are:

- Weather or natural disasters that make travel perilous
- Court hearings that a student must attend (proof required)
- Other emergencies (medical and/or other) – Principal discretion

**Non-School related excused absences that WILL count toward the 14 days per school year total include, but not limited to:**

- Illness
- Family vacations
- Family circumstances
- Visits to the nurse that exceeds 15 minutes in length.

These absences permit a student to make up work. Teachers may choose to not accept missed work as a result of unexcused absences. Failure to communicate with the school within two days after the student returns may result in an absence being recorded as unexcused.

### **Truancy**

Truancy is being absent from an assigned area at an assigned time and includes absences not excused by parent/guardian. Students who are assigned closed campus must be in the assigned area – if not, it will be considered a truancy and/or initiate expulsion proceedings to have the student expelled for the remainder of the semester or school year.

At Hot Springs County High School, students are expected to be in school each day school is in session. Of equal importance is the development and practice of dependability and punctuality —two essential skills in the world of work. Most important, though, is the need to attend in order to learn from both teachers and classmates. Students missing more than 14 days of any class during a school year may be unable to earn credit in that class. School sponsored activities are the ONLY exception. At Hot Springs County High School, attendance is taken and kept on a period-by-period basis and credit is granted on a per class basis.

### **Compulsory Attendance**

Students who demonstrate attendance problems, and are not yet sixteen or have not yet completed the tenth grade, will be referred to Juvenile Justice and/or the County Attorney’s office. If the situation has not been corrected to the satisfaction of the court, on the fifth absence, the County Attorney may pursue criminal action against the child’s parent, guardian, or custodian, alleging the child to be “an habitual truant” and the parent to have “willfully failed, neglected, or refused to comply with the provisions of the compulsory attendance law.” The 14 day per school year limit - A maximum of 14 non-school related absences will be tolerated in any one class per school year. An absence count will begin with the student’s first official day of enrollment in a class. No matter the length of the school day, a student is expected to attend.

Consequences for unexcused absences are as follows per behavior referral:

## Attendance Procedures

1. The parent will be notified of all student absences.
2. After the 8th absence in any class, the Attendance Officer will send a formal warning letter to the parent.
3. On the tenth absence in a semester, the student will be unable to earn credit in those classes unless they attend prescribed intervention sessions or complete work in the alternative classroom as assigned by the principal or designee
4. Failure to attend intervention sessions will result in disciplinary action and may cause a student to be unable to earn credit in the classes affected.

Tardiness to any class will result in lunch detention. If a student is detained by a teacher, administrator, or other school employee, the student's tardiness will not be penalized. It is up to the student to provide classroom teachers with a signed note explaining such cases. Consequences will be given as follows:

- 3 to 5 total tardies = 1 lunch detention
- 6 to 10 total tardies = 1 Week of Mandatory Advisory and/or two lunch detentions
- 10+ tardies = In School Suspension (ISS)

### Parent/Student Responsibilities:

1. Parents are requested to call the school (307) 864-6531 on the day of the absence.
2. If unable to call, a note from the parent must accompany the student upon returning to school. The note should be turned into the attendance office no later than 8:30 a.m.
3. If the absence is not excused by the above, it will be handled as a truancy .
4. Students must check out in the attendance office before leaving school grounds. The absence will be considered a truancy if the proper procedure is not followed.
5. This could affect eligibility for extracurricular activities.

## Release of Students

No student shall leave school before regular dismissal time without permission of the principal or person in charge.

A principal or teacher shall not permit a minor student to leave the school in the custody of a person other than the child's parent unless that person has authorization of one of the parents or the person is a law enforcement officer who takes the student into custody or places the student under arrest. The authorization should be verified. If a request for early dismissal is made by telephone, that request is to be confirmed to the satisfaction of the principal or the person in charge.

## Closed Campus

Students shall not leave the school during the regular session, except for lunch and work experience.

**Freshmen will have closed campus for lunch during the first semester.** Incentives for off-campus lunch for freshmen **may be offered** second semester. Open campus for lunch is a privilege that may be suspended if a student fails to demonstrate responsibility.

# STUDENT DISCIPLINE AND HSCHS BEHAVIOR EXPECTATIONS

Students are in school to learn, teachers are placed in our classrooms to teach, and we are going to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect. Students not responding to this positive approach will be met with appropriate consequences related to their actions.

In order to guarantee all students the excellent learning climate they deserve, we are utilizing the following behavior program. The discipline plan will operate on a daily basis with each day a new chance for the student to choose appropriate behavior.

## BEHAVIOR AND DISCIPLINE CODE PROCEDURES

The following procedures correspond to the Behavior and Discipline Code and represent responses and consequences for inappropriate student behaviors. In general, consequences progress in levels of intensity, as well as, by the number of occurrences. Explanations of the Code of Conduct and basic school rules are included in the student handbook.

Level 1	Level 2	Level 3	Level 4	Level 5
Disruptive Behavior	Truant	Fighting	Indecent Exposure	**Possession or use of Firearms, Dangerous Weapons or Explosives
Inappropriate Dress/ Violation of Dress Code/ Piercings that Impact Safety or Productivity	Left School without Permission	** Tobacco / Possession or use - including any, smokeless tobacco, vape device or e-cigarette	**Gang Related Activity	**Theft/ Vandalism/ Fire over \$500 / Restitution Required
Cell Phone Violation	Damage to School Property less than \$50	Gross Misbehavior	**Theft/ Vandalism / Fire up to \$500 / Restitution Required	**Possession or Under the Influence Illegal Drugs
Display of Affection	Physical Aggression	Flagrant, Vulgar or Deliberate Actions	**Written, Verbal or Physical Threatening Behavior	**Possession of Drug Paraphernalia
Disrespect to Staff/Environment	Striking Another Student	Theft/ Vandalism more than \$50 / Restitution Required	**Terrorist Threat	**Physical Assault on Fellow Students, Faculty or Staff
Damage to School / Less than \$50 / Restitution Required	Harassment / Intimidation/ Bullying	Verbal Assault/ Threat/ Insubordination/ Retaliation	**Possession of Alcohol during School or Activities	
Rude, Inappropriate Language or Gesture	Disruption of Assembly	Gross Disrespect of Faculty or Staff	**Creating a False Fire Alarm	
Left Class without Permission	Defiance/ Disrespect to Staff	Major Technology Violations	**Pornography- Possession, distribution, or attempt to obtain is prohibited (This will include sextexting)	
Breaking Classroom or School Rules	Repeated Use of Profanity or Offensive Terms	Open & Persistent Defiance		
Skipped Detention or Assigned Intervention	Skip Advisory	Sexual misconduct		
	Forgery or Impersonation of another person	Sexual Harassment		
	Refusal to Work or Noncompliance with Directive	Hazing		
	Creating Obscene or Sexually Explicit			



Minor Technology Violation	Material at School			
Misleading/Lying to Personnel	Unsafe Behavior with Potential to Cause Harm to Self or Others			
Cheating	Academic Dishonesty			
Tardiness				

Level 1 Consequences: (10 points per incident)

1st Time: 1 Lunch Detention; 2nd Time: 2 Lunch Detentions; 3rd Time: ½ Day ISS

Level 2 Consequences: (20 points per incident)

1st Time: 1 Day ISS; 2nd Time: 2 Days ISS

Level 3 Consequences: (30 points per incident)

1st Time: 2 Days ISS; 2nd Time: 4 Days ISS

Level 4 Consequences: (50 points per incident)

1st Time: 2 to 5 Days OSS; Possible Notification of Law Enforcement

Level 5 Consequences: (Automatic 100 points)

Notification of Law Enforcement

Up to 10 Days OSS

Possible Expulsion

## Discipline Code, Point System & Consequences

### Discipline Point System 2017-18:

1. All points accumulate over the course of the academic school year.
2. 60 Points = Formal notification to family and referral to the SIT team.
3. 80 Points = Formal warning - may include a warning hearing in executive session with HSCSD1 Board of Trustees.
4. 100 Points = Automatic suspension with placement in alternative setting or expulsion.
5. Points are cleared at the end of the school year and all students have a fresh start the following school year.

*\*The administration reserves the right to assign consequences and points to any violation of school policy that is not listed*

Repeated Misconduct at Any Level will result in a Parent/Student/Administrator Meeting.

**\*School bus infractions will be applied to this matrix with the potential of being removed from the bus.**

**\*\*Notification of Law Enforcement at the Administrator's Discretion.**

## Lunch Detention

If a student is assigned a lunch detention, the student may be allowed to purchase a school lunch or bring a sack lunch. Fast food and take out will not be allowed in lunch detention.

## In School Suspension (ISS)

The In School Suspension program was developed to provide a safe, supervised environment in lieu of Out Of School Suspension (OSS). If a student is placed in ISS, they will eat lunch in the ISS room. They are able to bring their own lunch or purchase a lunch that will be delivered to them. Students will not be allowed to be in possession of their cell phones when assigned to ISS. They may leave them at home or turn them into the ISS supervisor for the day. There may be infractions made by students that will lead to that student not being allowed on campus for extracurricular activities as a participant as well as an observer per the athletic handbook. This decision will be at the discretion of the Administrator. There may be cases where it is necessary to assign a student to OSS as a result of the nature of their behavior, or for continued disrespect and defiance while in ISS. This decision will also be at the discretion of the Administrator.

## Natural Consequences:

When appropriate to the situation, a student that is respectful to the discipline process and is willing to grow and learn from a poor choice may be given a “natural” consequence in place of the formal discipline. For example a student may be asked to write a letter of apology, clean up a mess or help school staff with a task that needs done. This will be at the discretion of the principal or acting administrator.

## Suspension, Expulsion and Due Process

Whenever a student is sent to the office of the principal or other building administrator in charge of discipline, the following due process will occur: The student will be advised of the nature of the misconduct and of the proposed consequences to be administered. After due consideration by the disciplinarian, including consideration of any appropriate information from the student, the disciplinarian will advise the student of the consequences being imposed. If the imposition of the consequence involves the use of a performance contract or other appropriate forms or written documents, those documents will be completed and a copy furnished to the student.

Whenever the infraction is so serious that the Superintendent of Schools determines that expulsion is appropriate, the Superintendent shall formally Petition the Board of Trustees recommending expulsion for up to one year. Written Notice of Hearing on the petition will be served upon the student and his/her parents. Formal expulsion hearings will be conducted in accordance with State law, Board Policies, and Rules of Practice and Procedure for Formal Hearings before the Board of Trustees. When a student is expelled, that student is barred from attending schools during the period of expulsion plus being barred from all activities and the provision of District transportation. Expulsion in one school district in Wyoming can be used as the basis for excluding a student from attendance at the schools in any other school district in the State of Wyoming.

Records of suspension and expulsions shall be kept as regular, confidential student records under Federal and State Law and school District Policies.

## Student Electronic Use:

All students enrolled at HSCHS will be granted access to the internet and other programs through our district's networked computer system.

Hot Springs County School District students using the computer network are expected to make informed choices among technology systems, resources, and services, and act in a responsible, ethical, and legal

manner in accordance with National Educational Technology Standards (NETS), district policy, and applicable federal and state law. While using the computer network, students will be monitored.

Each student is responsible for their account and will be held accountable for any violations. Work on school computers is considered public, not private. Students who bring in their personal devices to use while at school will be held accountable to the same acceptable use agreement as if using the school owned devices.

Students who have lost internet or network privileges will be unable to use personal equipment at school. Students that violate the Acceptable Use Agreement will be subject to disciplinary consequence, removal of computer privileges, or both.

Students will demonstrate positive social and ethical behaviors when using technology to work cooperatively and collaboratively with peers and others. Students will accept personal responsibility for maintaining a safe technology environment and understand consequences of inappropriate behavior.

**Level 1** - Minor misuse of electronic devices includes, but is not limited to, the following:

- Wasting school resources.
- Accessing email/personal accounts without a teacher's permission.
- Accessing unauthorized games, files, music, blogs, chat rooms, instant messaging, twitter, social networking sites, or other electronic material.
- Giving out passwords or personal information, including names, addresses, phone numbers, or email pertaining to yourself or any other person without appropriate staff supervision.
- Change properties or settings.

**Level 2** - Serious misuse of electronic devices – includes, but is not limited to, the following:

- Engaging in offensive or inflammatory communication (e.g., hate mail, offensive pictures, or crude jokes).
- Destroying or otherwise disrupting the work or accounts of others.

**Level 3** - Severe Misuse – includes, but is not limited to, the following:

- Downloading or installing unauthorized games, files, music, pornography, or other electronic material.
- Engaging in plagiarism, cheating, academic dishonesty, or violation of copyright laws.
- Destroy, modify, or otherwise abuse district hardware and/or software.

**Level 4** Extreme Misuse of Computers – includes, but is not limited to, the following:

- Engaging in commercial or for profit ventures (e.g., purchasing or selling products or services unless it is a direct part of an academic course or club at HSCHS); steal software or hardware.
- Engaging in fraudulent activity (e.g., change, destroy, or manipulate student, staff, or district material, programs or hardware).
- Accessing terroristic and weapons sites.

**Level 5** Unlawful Activity/Harm – includes, but is not limited to, the following:

- Facilitating any illegal activity, including attempts to “hack” network or internet resources, disable or override virus or filter applications, or any other program intended to protect the computer applications and software of Hot Springs County School District #1.
- Using computers to threaten staff or students (including any form of harmful intent).
- Intentionally using personally owned computers or electronic devices to expose Hot Springs County School District #1 to viruses and other invasive software.

## Cell Phones/Electronic Devices

Cell phones and personal electronic devices can only be used before school, between passing periods, during lunch break, and after school.

Cell phones must be silenced or off during class, and cannot be visible or utilized (including texting) during class time, nor can they be visible without teachers' permission; this includes restroom visits or the library during class time.

Students who are feeling sick while at school are asked to notify an adult staff member prior to calling or texting home. It is important that school personnel know that a student is feeling unwell.

Absolutely no cell phone use is allowed during a lockdown. Students who need to use a telephone may access one in the front office with phone calls limited to one minute, and only before and after school and at lunch. Privacy should not be expected in hallways or parking areas under the surveillance of our security system. No warning will be issued when these rules are broken and any cell phone misuse will result in the phone being taken to the Principal or Dean of Students, with appropriate consequences to follow.



**Workplace Casual Dress is Expected for Students** - High School is a place to practice for our future. Dressing appropriately is important in creating an environment focused on student learning. A student created dress code will be created in August 2017 based on the dress code expectations at an entry level job.

## Dress and Appearance

Primary responsibility for appropriate dress and appearance rests with the student and his/her parent/guardian/legal custodian. Students shall not wear clothing, which in the judgment of the appropriate school personnel constitutes a health or safety hazard or is destructive to school property or is distracting or disruptive to the educational process. Student dress, which is obscene, immodest, indecent, or lewd, shall not be tolerated. In the interest of maintaining a positive learning environment, the following regulation of student dress shall be in effect:

**Dress for Learning:** Pajama pants, onesies and other clothing, accessories or costumes that could not be worn in an entry level job are not appropriate.

**Hats/Hoods/Outerwear:** Once students have had an opportunity to go to their locker in the morning all outerwear should be removed. This includes hats, caps, beanies, coats, slickers, etc. Hoods should be worn off the head during the school day, and down around the shoulders.

**Backpacks:** Students will need to put full-sized backpacks in their locker upon arrival at school at first bell (with the exception of clear/see through backpacks. Drawstring packs and open-topped book bags will be allowed for all-day classroom use. \*\*See images available in the office.

**Shoes:** Footwear shall be worn for health safety reasons at all times, and footwear shall be safe and non-destructive to school property. No slippers.

**Logos:** Logos, printed statements, or pictures upon student attire which are distractive, immoral, sexually suggestive, disruptive, obscene, encourage defiance or disrespect of authority, or advertise drugs are prohibited. Attire advertising alcohol or tobacco products are prohibited.

**Basic Expectation:** Torn, ripped, or dirty clothing will not be acceptable.

**Miscellaneous:** Clothing such as undergarment tee shirts, tube tops, see-through garments, fishnet tops, clothing allowing a bare midriff, shorts in poor repair, short shorts, and tight fitting shorts shall not be worn. Shorts and skirts are to extend to mid-thigh. Form fitting yoga style pants should be worn with an appropriate top that covers the bottom.

**Special Activities:** Dressing out for sports and other special activities will be an exception to these rules. Designated dress may be required for students participating in special activities. The sponsor of the activity shall determine an appropriate dress requirement, with prior approval of the administration.

**Full-Sized Backpacks Present a Safety Concern.** Students should plan to put full-sized backpacks in their lockers in the morning and not plan to carry these backpacks throughout the day. Bags too big to fit in lockers should be avoided.

*Students will be allowed to carry drawstring bags or open topped book bags into the classroom and throughout the day.*

## Acceptable Drawstring Bags and open topped book bags:

\*\*We will have some extra Bobcat sling bags at school if you would like to grab one on the first day of school.

\*Or you can shop for your own bag starting at about \$5.

## Law Enforcement Officials and School Administration

It shall be the policy of HSCHS that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an

investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment.

### **Investigations**

Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The principal shall determine when the necessity exists to contact law enforcement officers when the behavior of persons jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

The principal may request that law enforcement officers conduct an investigation and question students who are potential witness of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents prior to questioning by law enforcement officers.

### **Taking a Student into Custody**

When an emergency situation exists, the school principal may summon law enforcement officials to the school to take a student into custody. Every reasonable effort will be made to contact the school's parents, guardians, or representative immediately and such effort shall be documented.

## **Medication/Prescription Drugs**

Any student taking drugs or medications prescribed by a person licensed to practice medicine in the State of Wyoming or any over the counter drug except inhalers used to treat asthma, shall leave said substance in the care of school personnel designated by the principal and shall only take said substances in the presence of said designated person. Failure to follow this rule will result in appropriate disciplinary action. If the drug is left in the charge of school personnel, the medication must be clearly labeled with the student's name, correct dosage; time of day medication is to be given, and the length of time it is to be administered.

## **Right of Search**

### **Student's Person**

The principal and/or administrator charged by the Board of Trustees with the responsibility of supervising students during regular school hours and during school related activities are authorized in the course of carrying out their duty of maintaining school discipline to conduct a search of student's person including the student's locker or any other area on school premises or school property if the principal and/or administrator has a reasonable belief that a student has stolen property, or an illegal substance or weapon on his/her person, in his/her school locker or some other school property, or has reason to believe the student has violated any law, board policy, or building regulation.

### **Lockers**

Lockers remain the property of the school and are provided to students without charge. The school is authorized to open lockers and to examine the contents, including personal belongings of students, when school officials have reasonable cause to believe that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, board policy, or school regulation. Students are personally responsible for all contents in their lockers.

Students are not to share their lockers with any other student. Students are personally responsible for all contents in their assigned lockers.

Locker combinations must not be given to another student for security purposes. Principals may impose disciplinary consequences for violation of locker policies.

## Transportation Department

### **BUS RIDERS “Don’t Lose Your Riding Privilege!”**

While the Board of Trustees provides pupil transportation according to policy, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the morning bus. Once a child boards the bus, he or she falls under the supervision of the school district. Such supervision shall end when the child is delivered to the regular bus stop at the close of the day. **Middle school students that live within 1.5 miles of the middle school will not be allowed to ride a route bus unless he or she lives on the north side of Broadway.**

#### **Follow These Rules**

1. Observe same conduct as in the classroom.
2. Be courteous; do not use obscene or unacceptable language, gestures, remarks, or signs.
3. Do not eat or drink on the bus.
4. Help keep the bus clean at all times.
5. Glass containers of any kind are not permitted on the bus.
6. The use or possession of cigarettes, chewing tobacco, controlled substances, illegal drugs, weapons, flame producing devices, or alcohol are strictly prohibited.
7. Remain seated at all times while the bus is in motion.
8. Do not extend head, hands, arms, or other objects out of the bus. Do not throw items of any kind inside the bus or out the windows.
9. Do not vandalize or be destructive to the bus. Vandalism will be charged to the offending student if such is known.
10. Do not fight, scuffle, or engage in horseplay on the bus or at the bus stop. Keep hands to yourself at all times.
11. Do not delay in loading or unloading. The bus cannot wait for stragglers, as schedules must be kept.
12. When crossing the roadway at a bus stop, be sure to cross ten (10) feet in front of the bus and wait for the driver to signal you to cross.
13. Snakes, mice, insects, and other items likely to cause commotion are not permitted on the bus or at the bus stop.
14. Emergency exits are to be used only in the event of an emergency. Do not use the back door, windows, or roof hatches unless necessary.
15. Occasional riders must have written permission from their parent(s) or guardian to be transported by bus to a friend’s house. A regular rider must have written permission to get off the bus at a location other than the rider’s house.
16. Cooperate with the driver at all times. He/She is authorized to assign seats when necessary.
17. Under no circumstance should a student chase a ball or loose school papers near or underneath a bus. Tell the driver if an item has gotten away he/she will assist in a safe retrieval, if possible.

This list should not be construed as all-inclusive. Common sense and pride should be applied to all situations. The driver has the authority to suspend or implement rules as necessary.

### **PROCEDURE FOR DEALING WITH BUS MISBEHAVIOR**

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

All bus discipline will be referred to the building principal and the following consequences will be assigned and followed.

1<sup>st</sup> Offense- the principal will meet with the student, contact parents, mail home the discipline referral sheet, and the next violation will result in a 1-week bus suspension

2<sup>nd</sup> Offense- the principal will meet with the student, contact the parents, mail home the bus referral, and the student will lose their bus privileges for 1 week.

3<sup>rd</sup> Offense- the principal will meet with the student, contact parents, mail home the bus referral sheet, and the student could loss all bus privileges for the remainder of the quarter, semester, or school year.

\*The TMS discipline code, points and consequences may apply to specific situations.

**\*\*\*Building principals may suspend a student indefinitely based upon a student-by-student case.\*\*\***

### **PROCEDURE FOR TEMPORARY TRANSPORTATION CHANGE**

Students are picked up and dropped off at their place of residence, unless special arrangements are made with the Transportation Director’s office. We are most willing to accommodate a request for a different drop-off point; however we must have an ADVANCE WRITTEN REQUEST in order to do so. For example, if rider A wants to get off at rider B’s house, that will be allowed as long as we have written permission in advance from rider A’s parents. Similarly, if rider A wants non-rider C to come home with him/her after school, we will accommodate the request as long as we received a written request from non-rider C’s parents in advance.

We hope this will not cause any unnecessary hardships on anyone, however; it is imperative that we know who rides our buses on a given day, where they are dropped off, and whether they have permission to get off at a location other than home.

### **BUS SERVICE**

The Transportation Director, at 864-6600, can answer questions relating to bus transportation, bus routes and times. All bus riders and new stops must be approved before students can ride.

### **BUS NOTE REQUIREMENT**

Notes from a parent/guardian are required to ride an alternate bus route to an approved bus stop. Note must include an approved bus stop that student will be getting on or off at.(i.e. Not just saying Grandma's house)

### **BUS STOP SAFETY**

Bus stops can be a dangerous area for children. The bus drivers will supervise the loading and unloading at these stops, but there is no supervision at the stop. It is the parents' responsibility to supervise bus stops.

### **BUS SAFETY**

Safety is always foremost in the minds of all who are associated with pupil transportation. We are, therefore, asking that the following rules be given your utmost attention.

- Students will be at bus stop 5 Minutes before bus stop time.
- The bus driver is in full charge while transporting students.
- While waiting for the bus, students must remain 10 Large steps back for the edge of road or street. Wait until bus until has come to a complete stop and the door is open and the driver invites you aboard.
- Passengers of a school bus are limited to students registered in school district and activity/field trip sponsors.
- The possession or use of tobacco, alcohol, or controlled substances is prohibited.
- Guns (loaded or unloaded), shells, explosive articles, matches/lighters, knives, or any other potentially dangerous items are prohibited.
- Offensive language, disruptive behavior, or discourteous behavior is prohibited.
- Obscene materials of any kind are prohibited.
- Inflated Balloons of any kind are not allowed on any school bus.
- Bullying/Harassing/threatening another student/staff member is not tolerated.
- Buses are equipped with Cameras that are recording both sound and video for student and staff safety.
- Failure to follow bus rules could result in loss of bus privileges.