



HOT SPRINGS COUNTY SCHOOL DISTRICT #1

THERMOPOLIS MIDDLE SCHOOL

2017-18

307-864-6551

Breez Longwell Daniels, Principal

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Brenda Cornwell, Secretary

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**Thermopolis Middle School
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307-864-6551**

Office Staff Email Addresses

TMS Office Staff

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Hot Springs County School District #1

Mission Statement

(adopted 12-20-12)

Hot Springs County School District No. 1 will inspire students, staff, and community to be the top performing school district in the State of Wyoming.

We believe in:

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

WELCOME

Welcome to Thermopolis Middle School, the school for all fifth through eighth grade students in Hot Springs County. We hope you will find our teachers, staff, and students friendly, helpful, and willing to assist you in your transition to and through middle school. If you have any questions or concerns about any of our programs, please call our office at 864-6551. Teachers are available for conferences according to their schedules and the principal's door is open for visits at any time.

ARRIVAL AT SCHOOL

Students should not arrive at school earlier than 8:00 a.m., when our responsibility for supervision of students begins. Staff will monitor the students' arrival and appropriately supervise breakfast and morning activities. We ask for your cooperation by not bringing or sending students to school any earlier than necessary. Students eating breakfast may enter the building and proceed to the food service area at 8:00 a.m. **Front Foyer Doors will open at 7:30 a.m. for students that need a warm, dry place to wait for the commons doors to open, parents need to be aware that this is not closely supervised.

DISMISSAL FROM SCHOOL

Regular school dismissal is 3:45 p.m. Monday-Thursday and 12:25 p.m. on Fridays. Students may catch the shuttle bus to Ralph Witters Elementary when necessary.

SCHOOL HOURS

Regular school hours are 8:30 a.m. to 3:45 p.m. Monday- Thursday and 8:30 a.m.-12:25 p.m. on Fridays for all students. TMS Flextime will start daily at 8:00 am and this includes Breakfast in the commons and physical activities in the gym. The commons will not open for supervised time until 8:00 a.m. Monday through Friday. Prior to 8:00 a.m. your child may enter the foyer to get out of the weather but this is not supervised.

Leaving School During School Hours or Once A Student Has Arrived At School: Students may be dismissed during school hours to meet a medical or dental appointment or for personal reasons of the parent. To safeguard your child, requests for dismissal to anyone but the parent must be by phone or in writing and submitted to the principal. If possible, send this request to the office one day in advance. Once a student arrives at school they may not leave without permission from the office. **Before the student is released, the parent must come to the office and sign the student out. *At age 14 students are allowed to walk to an appointment with phoned or written notice from the parent.**

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 (**AlertNow**). This message will include information about where and when students may be picked up and other critical details. Regardless of the circumstances, students will be released only to a parent/guardian or a previously identified emergency contact person; all adults will be required to provide a driver's license or another form of photo ID.

A.L.I.C.E. Active Threat Procedures:

Alert – Lockdown - Inform - Counter - Evacuate

Student safety is a top priority at HSCSD#1. To support student safety HSCSD#1 has adopted a new policy and procedure that experts across the country believe will increase the chance of survival during an active shooter incident should it occur. This new procedure includes training for our staff and students.

RULES FOR ACTIVITIES

1. If a student leaves an activity, they may not return.
2. All students must behave in a sportsman like manner.
3. Students will follow instructions from adults the first time they are asked.
4. Students breaking guidelines will be sent home or banned from attending activities.
5. Parents will be contacted regarding any misbehavior.
6. Any student who reaches 100 points on the discipline grid will no longer be able to participate in or attend TMS activities. This includes special events such as dances, Lights On, etc.

GRADING SYSTEM

The following Uniform Grading System is used to record academic progress. The grades and their meaning are:

A – work is outstanding-superior

B – work is above average

C - work is of average quality

D – work is below average – inferior

F – work is not acceptable for credit

TMS Grading Scale: Outcome Assessments (55%), Checkpoints/Projects (35%), Daily Work (10%)

GRADING, PROGRESS REPORTING, AND HONOR ROLL POLICY

Each grading period is approximately 9 weeks in length. Parents who have Internet access may have daily access to their student's grades, and attendance through the school's Power School program. Parents must request a password from the office after presenting a picture ID. Grade cards will be issued following the close of each quarter. Incompletes must be removed within two weeks after the distribution of grades or the incomplete becomes an F. No incomplete grades will be given during the 4th quarter.

Recognition for Outstanding performance in all classes will be in the form of the Superintendent's Honor Roll with a 4.0 or straight "As", the Principals Honor Roll by obtaining a 3.5 to 3.9 grade point average, and the Honor Roll by obtaining a 3.0 to 3.4 grade point average.

A - 4
B - 3
C - 2
D - 1
F - 0

ACADEMIC RECOGNITION

At the end of each school year, TMS will hold an assembly to honor academic excellence. An academic recognition assembly and celebration will be held for 8th grade students.

Special 8th Grade Recognition will include the Bobcat of the Year – Boy & Girl (8th grade ONLY)

Each content area teacher shall choose the outstanding student(s) of each discipline.

GUIDELINES FOR PROMOTION OF MIDDLE SCHOOL STUDENTS

Each 5th and 6th grade student will be part of a self-contained classroom, with the possibility of departmentalization within each grade level. Each seventh and eighth grade student must be enrolled in Language Arts, Math, Science, Social Studies, and P.E./Health. In addition to the required classes, students will have their remaining schedule filled with Art, Band, Choir, Project Based Learning, Introduction to Agriculture, Foreign Language & Culture, and/or other electives that might be offered.

Students must pass all core classes to be promoted to the next grade. Students who fail to meet these requirements may be reviewed by a committee to determine retention or promotion. The committee will be composed of middle school staff members and parents or legal guardians.

ZAP

Zeros Aren't Permitted - Any 7th or 8th grader receiving a zero in class will be "Zapped" at lunch - this will result in an automatic lunch detention within one school day of the "Zap." Teachers will "electronically" notify parents that their student was zapped and include information about the missing assignment. This is a system to encourage promptness and ensure students learn an appropriate work ethic.

ACADEMIC OPPORTUNITY

AO is an opportunity for students to complete any late work or work not meeting the teachers' expectations. If a student is missing an assignment he or she will be assigned an AO. The student is responsible for communicating this to their parents the day they receive an AO. Each AO will be 60 minutes long after school from 3:45 – 4:45 Monday through Thursday. The purpose of AO is to provide students with additional time to complete any incomplete work, provide a structured environment, and encourage and help the student become successful and responsible for the completion of his or her work in a timely manner. Other opportunities for academic support will include Flextime, Saturday School or daily Interventions/workshop. Students on the academic warning list will be required to attend an academic support during flextime for the entire week they are on the warning list.

ADMISSION OF STUDENTS

Resident Students

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

Non-Resident Students (Board Policy JFAB)

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

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

Other Guidelines

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

WITHDRAWAL OF STUDENT

A student planning to withdraw from Thermopolis Middle School should report this intention to the Principal's office and pick up a withdrawal release form that **MUST** be signed by a parent/guardian and each teacher then returned to the office for the Principal's signature.

ATTENDANCE POLICY

We will strictly enforce the student attendance policy as outlined below:

1. All middle school students will have a total of 10 days of leave from school each semester within the following regulations:
 - a. The primary purpose of leave is for personal illness, or death or emergency within the family.
 - b. Any **unexcused absence** without parent permission will be dealt with as Truancy.
 - c. A student missing three or more consecutive days for illness is asked to provide a doctor's note upon return.
 - d. When a student has 8 absences in a semester the parent will receive a warning letter alerting them to the number of absences and encouraging attendance at school.
 - d. Absences (excused or unexcused) after 10 days that do not have a signed doctor's note may result in alternative classroom placement, a schedule change to focus on cores, and/or a consideration of retention.
 - e. When a student has 10 absences in a semester the parent will receive a letter from the principal, the student will be referred to the SIT team, DFS may be notified and educational neglect will be considered.
 - f. Excessive absences unrelated to medical or emergency events will be turned over to the HSC Attorney's Office for educational neglect.
2. Parental approval of an absence does not necessarily make the absence an excused absence. Any absence not verified by a parent within 48 hours will be unexcused.
3. Students must make arrangements with the teacher for turning in assigned work following an absence.
4. If a student is absent from school on a sponsored activity and does not return to school during the regular school hours, he or she will be allowed one extra day to do any work assigned the day of the activity.

Students absent from school for reasons other than school sponsored or school approved activities should not attend or participate in any school activities which occur on that day. This includes late afternoon and evening events.

The parents of any student having an irregular attendance will be notified.

TARDY POLICY

Students who are tardy to school should obtain an admit slip in the main office. All students should be seated and ready for class to start before each tardy bell rings.

SKIPPING

Students who skip will receive consequences as outlined in the discipline policy. Students will be required to make up the work they missed while skipping.

TRUANCY (Board Policy JE)

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

HOMEBOUND

In case of serious illness, the parent may request home-bound instruction. Hot Springs County School District #1 will provide instruction to help the hospitalized or home-bound student to keep up with regular class work if the child is physically incapable of attending school, but is still capable of benefiting from a formal education program (Board Policy IHBF).

LUNCH

Thermopolis Middle School operates a closed period and is staggered into two different groups with 30 minutes for eating. (This lunch arrangement is subject to review and change as deemed necessary by HSCSD#1 administration). The groups and times of the lunch schedule will be announced.

After eating, all students are to go to the gym or outside depending on supervision.

No food is to be taken from the cafeteria. No food is to be ordered or purchased and delivered to the school. Hot lunches may be bought daily, weekly, or monthly. The prices of breakfast, lunch, an extra main course, and milk are as follows:

- Breakfast Adult and Student \$1.75
- Student Lunches \$2.55
- Milk and Juice \$.50
- Extra Main Course \$1.75
- Adult Lunch \$4.00

Students approved for free and reduced lunches can only receive one lunch per day. There will be no free extra milk. A second main course may be purchased at the price of \$1.75. **NO CHARGES ARE ALLOWED!**

DRESS CODE

School clothing should indicate a readiness for school work and learning. A learning environment requires "good" clothes that indicate a student is an active participant in a public setting. Appropriate dress and personal appearance are an individual responsibility, and are integral to the educational environment. Clothing or dress that is too casual, immodest or disruptive to the education process, or that poses a safety hazard, shall not be worn. The following dress code guidelines have been reviewed and approved by the Board of Education. They are applicable during the school day and at all school-sponsored activities unless permission is granted to deviate from the code.

1. Being appropriately dressed for school purposes consists of wearing a full dress of clothing and being clothed from shoulders to mid thigh. All shirts, blouses, trousers, and overalls, shall be appropriately buttoned. Tops must have shoulder coverage three fingers wide. No spaghetti strapped garments, halter-tops, tank tops, or see through clothing shall be worn. Undershirt-like tops or shirts with sleeves that have been cut out shall not be worn. Neither pajama pants or excessively tight garments are considered appropriate. When undergarments are visible due to improper covering, then the student will be asked to change.
2. Garments must be of modest length. The garment length must be at or beyond the fingertips when the student is in an upright standing position with the arms extended downward at the sides.
3. Hair must be neat and clean and not interfere or disrupt the educational process.
4. Wearing of headgear or sunglasses inside the building without a medical reason is not permitted.
5. Clothing displaying drug, alcohol, or other offensive advertisements, obscene, profane, racist, or suggestive slogans are not appropriate and shall not be worn.
6. Hoods must be down around the shoulders and not covering the head/face.
7. Students are required to wear shoes; pajama slippers, cleated shoes, or any shoes that will mark or mar the floors are not permitted.
8. Any method of dress other than those listed that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted.
9. Students will be asked to remove outdoor clothing (eg. Coats, slickers, snow pants) during school hours.
10. Piercings are a decision made between a student and the parent(s). Any piercing that is disruptive to learning or a safety concern will be addressed with the student and the parent.

Wyo. Stat. §14-3-107	Tattooing and Body Piercing of a Minor. Defines "body-art" as the practice of body piercing, branding scarification, sculpting or tattooing. Prohibits any person from performing body-art on any person who has not reached the age of majority, except with the consent of the person's parent or legal guardian who is present at the time the procedure is performed. Age must be verified with specified identification.
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*Students wearing clothing that is not permitted shall be sent to the office. If the inappropriate attire can be substituted the office will provide the student with such attire in exchange for the inappropriate attire. Upon washing and returning the borrowed clothing, the student will receive his/her own attire back. Each offense after the first will result in a detention.

PASSES

A student needing to leave their assigned class for any reason shall have teacher permission, from the specific teacher in charge. Students wanting to go to another classroom must obtain permission in advance from the teacher concerned.

TELEPHONE USAGE

The office telephones are to be used for school related business only. Student calls should be confined to important necessary emergency calls. Students should always check with their teacher and have a pass when coming to the office to use the phone. Students should not come to make a call and then expect to receive a pass from the office to class. You must have a pass first.

Calling Home with Cell Phone

Student cell phones may be used to call home with teacher permission. **Students may not call or text home during the school day without teacher permission.** Students involved in a conflict or feeling unwell need to report these concerns to an adult at school.

VISITORS

At TMS students and teachers are actively learning and teaching. Visitors are required to sign-in to the office upon entering the building. **Parents/Guardians are allowed to visit the classrooms, but arrangements must be made prior to the visit with both your child’s teacher and principal** (Board Policy KI). Students are not allowed to have guests (out of town friends, cousins, etc) at school during the school day.

STUDENT CLUBS/ORGANIZATIONS

Student clubs/organizations that are available to students at Thermopolis Middle School are – Student Council, Lights On, Make A Difference Club, Lights On, Makerspace, etc. These clubs/organizations will be explained at the beginning of the school year.

TECHNOLOGY “ACCEPTABLE USE POLICY”

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

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

Consequences for failure to meet the above expectations as follows:

1. Warning
2. Loss of computer privileges for the rest of the nine weeks
3. Loss of computer privileges for the rest of the semester
4. Loss of computer privileges for the rest of the year

Any violation of this policy could result in detention and assignment of points on the behavior code.

GUIDANCE SERVICES

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

With a counselor or social worker, a student might want to discuss classroom problems, hassles with friends, difficulties with studies, personal concerns, advice about school work, types of jobs available and training needed to get those jobs or any other questions or concerns that might arise. Counselors are here for the students to find solutions to their problems. Any time you need to talk to someone, feel free to contact your counselor. Your counselor is here to listen and to help.

USE OF LIBRARY/Makerspace

The library will be available at designated times for students to use. Be considerate of your classmates – return all library materials on time!

Books

Books are checked out for a two-week period, and may be renewed twice (for a total of six weeks). Students are limited to three books per student. If you lose a book, you must pay for the replacement cost of that book. If you later find and return the book, you will get your money back.

Technology

Ask the librarian about technology check-out options.

Makerspace

The Makerspace Learning Commons will be open Monday-Thursday afternoons from 3:45-5:30 p.m. in partnership with Lights On.

ASSEMBLIES

When attending assemblies, students should always be mindful of the respect that is owed to those performing and speaking to us. In some cases the school, student council, or other groups have taken money and time to plan assemblies.

Our actions at these events are a very good way for our school to gain a good reputation so good behavior is obligatory. The following actions are considered unacceptable at assemblies: booing, talking, eating candy, chewing gum, whistling, and other distracting kinds of actions. Showing our approval and pleasure of a speech or performance should be done with applause (clapping of hands). Remember to treat others, as you would want to be treated. Our actions at these activities are a direct reflection on our school, community, and parents.

MIDDLE SCHOOL DANCES

Participation in Thermopolis Middle School dances is limited to 7th and 8th graders. 5th and 6th graders will be involved in 5th and 6th grade only socials as well as events that are open to the entire student body. Only Thermopolis Middle School students are allowed to attend dances or socials. All school rules apply at extracurricular activities, including no drugs or alcohol. If a student leaves a dance, they may not return. Any student not in compliance with these guidelines may be sent home and parent(s) will be contacted, if possible. Students in ISS/OSS on Fridays will not be allowed to attend a school dance that follows on Friday or Saturday.

HOME AND FAMILY NIGHT

Wednesday evening has traditionally been set aside as home, church, and family night. No school related events are to be held on Wednesday night at Thermopolis Middle School. Exceptions may be made for events beginning before 6:00 p.m. and ending before 7:00 p.m.

STUDENT LOCKERS

The building principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. She may search any locker, backpack, or desk at any time she believes that the locker, backpack or desk contains matter prohibited by law or school regulations from being on school property. Such searches may be made without notice to the student to whom such locker or desk has been assigned. Periodically, searches may be conducted with drug dogs. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers.

Each student will be assigned an individual locker when possible. All 7th/8th lockers have combination locks. The school reserves the right to search lockers any time a suspected rule violation is in progress or to protect the school or the rights of others. The student is responsible for the care and upkeep of his/her locker. Any damage or extra cleaning that must be taken care of by the school will be charged to the student as a fine for misuse of the locker. No glass containers shall be allowed in the building.

CARE OF TEXTBOOKS

Books will be issued to students at the beginning of the school year by the classroom teacher. Students must check all books in at the end of the year. Each book will be marked and numbered.

1. Books are not to be marked in any way by a student, except for name on the textbook label. Report immediately any damage.
2. Minor damage will be charged against a person causing damage.

3. A book damaged beyond repair or lost must be paid for by the person who damaged or lost the book.
4. Each student is responsible for the book checked out to him/her.

CARE OF BUILDINGS AND EQUIPMENT

It is the responsibility of our entire school community to take care of our building and equipment. Tables and desks should not be sat upon. All four legs of chairs should remain on the floor. Windows, shades, curtains and other equipment are the teacher's responsibility. Table and desktops are to be kept clean. Damage to the building, equipment or other facilities should be reported to the principal so that repairs can be made and/or money collected from those responsible. Any student or adult found to be causing damage to or destroying school property may be required to reimburse the district for repair or replacement of the property (Board policy JICB).

SCHOOL GROUNDS

Every effort should be made to keep the school grounds neat and clean at all times. Damage or vandalism of any kind will not be allowed. Being on the school grounds for reasons other than class attendance or attendance at an approved school activity will be considered loitering and will not be permitted.

VANDALISM AGAINST SCHOOL PROPERTY

Every citizen of the district, students, and member of the police department are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district and the name of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible (Board Policy ECAC).

~~Rules and procedures for submitting information on vandalism against school property:~~

- ~~1. On plain paper type or print all the information you have about the crime you know about: names, dates, places, and all the facts supporting your statement.~~
- ~~2. Sign your letter with your name and address or, if you prefer to remain completely anonymous, use any combination of 6 numerals, such as 193405.~~
- ~~3. Tear off a corner from the last page of your letter in an uneven manner, not a straight line. Put the numerals on the torn off corner and keep it.~~
- ~~4. Mail your letter to: **Hot Springs County School District #1, 415 Springview Street, Thermopolis, WY 82443.**~~
- ~~5. Full restitution for the damaged caused will be sought from vandals, or in the case of minors, from his or her parents.~~

HEALTH FOR THE MIDDLE SCHOOL

Any student who cannot participate in normal school activities, such as, PE classes must have a written excuse from their physician.

Students with severe cough, sore throat, fever or unexplained rash will not be able to remain in school. Students with a fever of 100.4 (temporal) or 100.0 oral will be sent home he/she must stay at home 24 hours after the fever subsides without the use of fever reducing medications. Any student with an unexplained rash will be excluded from school until their physician makes a diagnosis.

In the event of illness or injury, the parents will be called. If we are unable to reach the parents, the emergency contact procedure indicated on the student's enrollment form will be followed. For moderate to severe injuries or illness the school nurse will be asked to attend to the student or assist by phone. At anytime the school staff feels a child is in need of professional medical assistance 911 will be called without parent permission. The parent will be notified at the soonest opportunity.

Any student who misses school because of communicable disease may be required to have a doctor's permit before returning to school.

IMMUNIZATIONS

Wyoming State Law requires all students to have up-to-date immunization records or thirty (30) days after the date of school entry, provided to the appropriate school official written documentary proof of immunizations. If proof is not on file within thirty (30) days the student shall not return to school until the proper documentation is received. ALL 7th grade students are required to have a Tdap vaccine within thirty (30) calendar days of the beginning of the school year. Parents will be notified by mail if their student's immunizations need to be updated. Students with medical exemptions are to have the appropriate form on file in the school health office. Those students with religious exemptions need to sign a form upon entry to school (Wyoming Statute 21-4-309, Board Policy JLCB)), a copy of the religious exemption form must be on file in the nurse's office. If a copy has not been given to the school health office the child will be considered non-compliant until the form is received and is subject to thirty (30) day policy.

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

MEDICATIONS AT SCHOOL

It is desirable for medications to be administered in the home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic illness or disabilities. It is also recognized

that in many short-term illnesses, medications may need to be continued after a student returns to school. It is the school's intent to cooperate with the parents and their physician in seeing that the student receives the correct medication and dosage at the proper time.

If a student must take a medication more than three times a day or at a specific time of day, he/she is eligible to take the medication at school. These procedures are to protect the student and to eliminate unnecessary medication administrations at school. In order to promote the safety and well being of students, all prescription and non-prescription drugs must be kept in the nurse's office under lock and key. Before medication can be given or taken at school the following procedure must be followed: prescription medications must be in the original container and clearly labeled with the student's name and dosage information and the medication administration form must be completed and signed by both the parent and the physician. If dosages or times change a written notice from the physician is needed. Any student not following this procedure will be considered in violation of the Drug and Self-Abuse Policy.

Over-The-Counter Medications – The health office will have stock bottles of Tylenol, Advil (or the generic equivalent), cough drops and mints available to the students if the permission form is signed by the parents and is on file. Permission to give medications will not be accepted over the phone. If parents wish for other over-the-counter medications to be given at school the correct forms must be signed and on file in the office, these forms must be completed each year. These other medications must be in the original bottle and clearly labeled with the student's name and is to be provided by the parent.

SCREENINGS

In the fall semester a vision and hearing screens will be completed on ALL students in fifth (5th) and seventh (7th) grade. These screenings will also include a height and weight. Screening will also be done on all transfer students and upon referral from teachers or parents. If a parent wishes that their child not be screened they must speak with the school nurse.

DRUG AND SELF-ABUSE POLICY

The use of drugs or engaging in any behavior that would render a student unconscious or otherwise alter the normal state of consciousness of an individual for the sole purpose of the effect of the behavior is strictly forbidden. Examples may include but are not limited to: illegal drugs, inhalants, tobacco, caffeine pills, intentional hyperventilation or strangulation, alcohol, and the taking of non-prescription drugs for any purpose other than for what they are intended.

The rules of this policy apply in the school building, on school property or while a student is attending a school-sponsored function. Tobacco and intoxicants in the possession of students in any form will be confiscated and turned over to the local authorities. Any violation of this policy will immediately enact the Substance Abuse Intervention Policy and the student will be subject to the discipline code and consequences.

SUBSTANCE ABUSE INTERVENTION POLICY The possession, use, or distribution of alcohol and other illegal drugs, or improper use of legal drugs by students is expressly forbidden while they are in school, on school transportation vehicles, or at school-sponsored events. Any student who is verified to have used, possessed or sold illegal drugs while at school, on school sponsored activities or transportation could face expulsion. The student will be subject to the discipline code and consequences. The school counselor will provide initial counseling and recommend community counseling resources to the student and family.

A. Possession/Distribution of Drugs (Delivery, Sale or Transfer)

1. First Offense – Upon verification of the violation, law enforcement officials will be contacted, and the legal guardian will be contacted as soon as possible.
 - a. The student will be suspended for up to 10 days with a suspension/expulsion hearing held during a 10-day out of school suspension.
2. The discipline code and consequences will apply.
3. Confidentiality – Any staff member involved in any circumstances regarding possession is obligated to guard the confidentiality of the student.

STUDENT DISCIPLINE AND MIDDLE SCHOOL DISCIPLINE POLICIES

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.

School Wide Rules

1. Follow directions
2. Be respectful and responsible for yourself, your environment, and others.
3. Keeping your hands, feet, and other objects to yourself.

The 6 Ps are:

1. Prompt
2. Prepared
3. Polite
4. Participate
5. Produce
6. Positive Mental Attitude (PMA)

The Attending Skills are:

1. Be in the moment
2. Use appropriate body language
3. Use appropriate eye contact
4. Use appropriate feedback
5. Question to clarify or validate

Students will learn the 6 Ps and attending skills throughout the school year. In any situation where the student refuses to follow classroom procedures the teacher will send the student to the TMS Refocus Room and the student will be subject to the Discipline Code and consequences as they apply to the situation.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student’s paper, mark a zero for the work, and notify the parent(s) and the office immediately as to the action taken. The student will be subject to the discipline code and consequences.

PLAGIARISM

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

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

BULLYING PROTOCOLS

Bullying is not tolerated at Thermopolis Middle School. Students are asked to immediately report a bullying incident to a trusted adult. Wyoming law now states that school district must have in place a bullying policy. Hot Springs County School District #1 is in compliance with such a policy. Bullying comes in many forms: from face-to-face, electronic, cyber, and 3rd person and none will be tolerated in Hot Springs County School District #1. We have two programs to communicate and educate our students about Bullying; Rachel’s Challenge and Relational Aggression. Below is the protocol for dealing with situations involving bullying:

- Step 1:** Reporting: Bullying reported or observed
- a. Fill out the Bullying Referral Form and turn into the office.
 - b. Go online to the hotsprings1.org website and email the bully hotline.

Step 2: Investigate, assign consequences, and document

- Step 3:** Parents are contacted
- a. Bully contacts his or her parents
 - b. Principal contacts parents of victim

- Step 4:** Reflection will be done with bully to get him/her to:
- a. Take responsibility for their behavior
 - b. Develop conscience and empathy
 - c. Learn what positive goals the behavior can focused toward
 - d. Identify other ways to reach those goals

In addition to the above reporting TMS will address bullying with both the victim and the bully by the following:

1. Both the bully and victim will meet with Mrs. Ryan separately to educate the student on bullying and future consequences.
2. The second incident will require a meeting with Mrs. Daniels and Mrs. Ryan to moderate the incident and students will be taught appropriate ways to interact.
3. In all instances of bullying the bully will be subject to the appropriate discipline code and consequences as they apply to the situation.

DISCIPLINE CODE, POINT SYSTEM & CONSEQUENCES

Discipline Point System 2017-18:

1. All points accumulate over the course of the academic school year.
2. 65 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*

Refocus/Alternative Classroom Placement:

The alternative classroom is utilized at the discretion of the principal. Placement in the alternative classroom must be in the best interest of the student in regards to social, behavioral and academic stabilization. The student and parent must agree to follow school rules and interact with alternative classroom staff in an appropriate manner.

Placement in the alternative classroom when a student has reached 100+ discipline points must include a positive partnership between the parent(s) and the principal. The alternative classroom is an ALTERNATIVE to Expulsion for any student at or exceeding 100 discipline points at the discretion of the principal. If the student and/or the parent cannot or will not agree to interact with school staff in a mutually respectful manner the alternative classroom will not be an option. At that point the student will be suspended pending an expulsion hearing.

Any student in the alternative classroom that refuses to engage in a plan for improvement, continues to be defiant, and is unwilling to partner with staff to achieve basic academic goals will be suspended immediately pending an expulsion hearing.

The alternative classroom option is not available to any student that violates the drugs or weapon policy. Possession of drugs or weapons at school results in immediate suspension pending an expulsion hearing with the HSCSD1 Board of Trustees.

DETENTIONS

Detentions will be held during school lunchtime. Students will be assigned detentions subject to the discipline code and consequences. The detention will be served the day received or as arranged by the principal. Failing to serve an assigned detention will result in action as defined by the discipline code.

DISCIPLINE GRID LEVEL I

OFFENSE/# OF OCCURENCES	1	2	3	4	5
Point of Assessment	5	5	10	10	20
Disruptive Behavior	1 Lunch Detention	2 Lunch Detentions	1/2 day ISS	One day ISS	Two days ISS
Inappropriate Dress/Violation of Dress Code/Piercings that Impact Safety or Productivity					
Cell Phone Violation					
Display of Affection					
Disrespect to Staff / Environment					
Damage to School / Less than \$50 / Restitution Required					
Rude, Inappropriate Language or Gesture					
Left Class without Permission					
Breaking Classroom or School Rules					
Skipped Detention or AO					
Minor Technology Violation					
Misleading/Lying to Personnel					
Cheating					
Refusal to Work					

DISCIPLINE GRID LEVEL II

OFFENSE/# OF OCCURENCES	1	2	3	4
Point of Assessment	15	15	20	25
Truant	One day of ISS	Two Days of ISS	Three days of ISS	Four days of ISS
Left School without Permission				
Damage to School Property less than \$50				
Physical Aggression				
Striking Another Student				
Harassment / Intimidation/Bullying				
Disruption of Assembly				
Defiance/Disrespect to Staff				

DISCIPLINE GRID LEVEL III

OFFENSE/# OF OCCURENCES	1	2	3	4
Point of Assessment	20	30	40	50
Fighting	Two days of ISS	Three days of ISS	Four days of IS	Five days of ISS
* Tobacco / Possession or use/including e-cigarettes				
Gross Misbehavior				
Theft/ Vandalism more than \$50 / Restitution Required				
Verbal Assault/ Threat/Insubordination/ Retaliation				
Gross Disrespect of Faculty or Staff				
Major Technology Violations				
Open & Persistent Defiance				
Cheating on Test				
Flagrant, Vulgar or Deliberate Actions	1-5 Days OSS - Principal's Discretion	2-5 Days OSS - Principal's Discretion	5 Days OSS - automatic 50 pts	5-10 Days OSS with Recommended Expulsion
Sexual Misconduct				

DISCIPLINE GRID LEVEL IV		
OFFENSE/# OF OCCURENCES	1	2
Point of Assessment	50	50
Indecent Exposure	Five days OSS *Law Enforcement will be notified in regards to any of these acts that are against the law.	5 – 10 Days OSS with Recommended Suspension or Expulsion
Gang Activity		
Theft/ Vandalism / Fire up to \$500 / Restitution Required		
Written, Verbal or Physical Threatening Behavior		
Terrorist Threat		
Possession of Alcohol during School or Activities	5 Days ISS *Law Enforcement Will Be Notified.	
DISCIPLINE GRID LEVEL V		
OFFENSE/# OF OCCURENCES	1	
Point of Assessment	100	
Possession or use of Firearms, Dangerous Weapons or Explosives	Recommended Expulsion *Law Enforcement Will Be Notified.	
Theft/ Vandalism/ Fire over \$500 / Restitution Required		
Possession or Use of Illicit or Illegal Drugs or Paraphernalia *		
Physical Assault on Fellow Students, Faculty or Staff		
* Possession and/or use of illicit or illegal drugs or paraphernalia will result in any penalty up to and including expulsion		

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.

SUMMARY OF RULES FOR MIDDLE SCHOOL

The following is a detailed list of rules for Middle School Students:

1. All students are subject to the control and direction of ALL staff. Students are expected to show respect for staff. The adults are in charge.
2. **No large backpacks in classrooms, sling packs only.**
3. Public display of affection will not be allowed. This includes kissing, or overly aggressive embracing.
4. Abusive, disrespectful, or obscene language will not be tolerated.
5. Litter in halls and classrooms create less than pleasant surroundings for everyone. Please keep our school clean.
6. Upon arrival students may not leave the school grounds without permission. Students should leave the building and the school grounds as soon as school is dismissed. Bus riding students should go directly to the bus from the building.
7. Pocket knives, water pistols, pagers, laser lights, and water balloons, may not be brought to school. These items and others, which represent a hazard to the health or safety of other students, will be taken by the teacher or principal and will be returned to the parent.
8. Bringing animals to school is discouraged, except when doing a unit on animals or other activities under the direction of the teacher. When animals are at school they should be properly caged and cared for. Pets are not to be taken to the playground.
9. Students are not to be in the school building before or after school hours, unless the student is a participant in a school activity.
10. Smoking, swearing, fighting, excessive tardiness, refusing an adults directives, skipping classes, disruptive behavior, property damage, drinking alcoholic beverages, stealing, familiarity (kissing/embracing), leaving school grounds without permission, having drugs, cheating on tests, and back talking are all acts of irresponsible student conduct.
11. Hats are to be removed upon entering the building.
12. Students are not to chew tobacco or carry tobacco products or products imitating tobacco.
13. Water only in the classroom wings, clear (see-through) water bottles only at school.
14. School rules apply at all school activities.
15. Civil laws must be obeyed.

Student Cell Phone/Mobile Tech Device Policy:

Students may have/use cell phones or other personal mobile tech devices in classrooms with teacher permission only. **Any personal tech devices brought to school are at risk of being lost or stolen.** The school does not assume responsibility for replacement or cost of lost or stolen devices.

5th/6th grade students are asked to place any personal tech device, including a cell phone, in the classroom tech tub at the beginning of the school day. Devices may be retrieved from the tech tub at the end of the school day. The homeroom teacher will monitor any use of personal tech devices during the school day.

7th/8th grade students may carry cell phones and other personal mobile devices on their person in the hallways or in personal sling packs. **Cell phones must be OFF**, unless given permission for use by an adult that is PRESENT at time of use. At lunch a phone may be used as an iPod (No Text or Talk).

Personal Tech Devices – Cell Phones, Kindles, iPads, iPods, Laptops, etc. - allowed in The Commons (Tech Zone) - Before School, Lunch and After School.

The TMS Tech Policy applies to ALL tech devices whether personal or school property.

Mobile Tech Device Rules -

1. No browsing inappropriate sites online - nudity, vulgarity, violence, sexual content is all strictly against the policy.
2. No online bullying or threats via social media, text, messaging, email, etc.
3. No pictures or video in bathrooms or locker rooms - EVER - for any reason - it is not acceptable and violates policy.
4. All games must be rated for "Everyone."
5. No earbuds, headphones in use in the hallways.
6. **Tech devices should be OFF in the hallways, bathrooms, locker rooms, outside during lunch recess, or anywhere an adult is not present.**
7. **The school is not responsible for any lost or stolen devices.**

Violation of any of these rules or policies immediately leads to consequences via the tech policy (loss of tech privileges) and TMS discipline according to the student handbook discipline code. **Students abusing the tech policy with personal tech devices will be required to leave them at home for the remainder of the school year.**

STORMY WEATHER AND/OR EMERGENCY PHONE BROADCAST

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

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

TORNADO DRILLS

Upon receipt of information that a tornado threatens, public warnings will be sounded. Details of the warning will be broadcast on commercial radio and television. As information on the progress of the storm becomes available, it will be broadcast promptly.

1. Upon receipt of a tornado warning in the area, the principal or designated person to act in his/her absence shall sound the alarm.
2. If time does not permit going to the pre-assigned shelter area, students and teachers should get into the safest area of the room. This will normally be the inside wall of the room, farthest away from any opening, windows, or doors. Students should be directed to crawl under desks or other large pieces of furniture that will afford some protection. Upon reaching the shelter area or safest place in the room, as the storm approaches, draw up the knees and clasp hands over neck or head.

FIRE DRILLS

Fire drills are called several times during the year. When a fire siren is sounded, pupils will pass rapidly but in an orderly manner, from their rooms. Instruction upon the route to be taken by the pupil will be explained in each room before the first fire drill. **Students' routes will be posted in each room.**

GUNS, SNIPER AND HOSTAGE SITUATIONS

In the event of such an occurrence, the principal or designee will determine the appropriate authority to notify. After the appropriate authority is notified, the principal, along with security personnel, should take immediate steps to evacuate the area if possible. The principal will communicate to staff members via the intercom. A.L.I.C.E. procedures will be followed by students and staff.

EVACUATION PLAN FOR THE DISABLED

Thermopolis Middle School students with disabilities requiring assistance have full-time paraprofessionals assigned to them. These paraprofessionals are responsible for evacuating the student when required.

Non-students with disabilities who may be in the building during activities will be served by the following plan:

1. Non-students or visitors with disabilities who may be in the building will be assisted by the staff member with whom they are observing, working, or visiting or any staff member on crowd supervision duty.

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.

1st 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

2nd 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.

3rd Offense- the principal will meet with the student, contact parents, mail home the bus referral sheet, and the student could lose 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 parent's 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.

Personal Learning Contract for Eligibility

Steps for Personal Learning Contract:

1. Student(s) on the D/F warning list in his/her class.
2. Student communicates to teacher that he/she would like to earn eligibility.
3. Teacher meets with student(s) to complete the contract.
4. Signed contract is turned into the Principal's Office.
5. Copies of contract given to: Student, Teacher(s), Coach if applicable.
6. Copy of the contract goes to building SIT team for review.
7. Copy of the contract and letter is mailed home to the parent by Linda U.

Athletic Eligibility Requirements:

1. Warning Week - Teacher and student meet to get contract in place.
2. Week 2 D/F - Student is ineligible until the personal learning contract is in place and active.
3. Week 2 or 3 - Tuesday SIT Team reviews the contract and determines eligibility.
4. Student is eligible as long as the contract is in place and student is attending and working assigned interventions.
5. Assigned interventions take precedence over athletics. For example - If a student is assigned Saturday school and it coincides with athletics - Saturday school takes precedence.
6. If a student skips an assigned intervention while on the PLC they are immediately ineligible.
7. If a student is ineligible in more than 2 classes, they cannot participate in sports, even though they have contracts in place. The priority will be on student academics first.

ATHLETIC HANDBOOK THERMOPOLIS MIDDLE SCHOOL MISSION STATEMENT

The mission of Thermopolis Middle School is to foster the positive social and intellectual growth of adolescents.

Mascot: Bobcat

Colors: Purple, Gold, and Black

ATHLETIC PHILOSOPHY

It is our philosophy that athletic participation is an integral and vital part of the educational program. Athletics provides a unique opportunity for boys and girls to gain an appreciation for the values of dedication, cooperation, competition, and exploration while participating in a wholesome physical activity.

The Middle School interscholastic program should supplement and enhance the broad-based participation found in the physical education class or intramural program. The Middle School level should stress skill development, player motivation, participation in the games by **all** players, and an enjoyment of athletics.

Winning should not be the primary goal of the program, but it should not be forgotten while trying to obtain the basic objectives of the program. The desire to win and excel is a worthwhile and lifetime goal. We value the importance of good sportsmanship, giving of one's best effort, winning humbly, and losing with grace but not in accepting losing as a way of life. We believe that it is not the score that makes one a "winner" or a "loser". Individuals are always remembered much longer than the results on a scoreboard.

We want to stress the overall importance of the players as students in the academic and social setting. Acceptable classroom performance is expected of each player and appropriate behavior should be maintained as well. Athletics should never reach the same district emphasis as the academic and social performance of the students and the school.

MIDDLE SCHOOL ATHLETICS

The following athletics are offered to TMS 7th and 8th grade students: Football, Volleyball, Track, Cross Country, Basketball and Wrestling. 6th grade students are offered Cross Country, Track, and Wrestling.

CHAIN OF COMMAND

The following is the chain of command to follow with all problems that arise. Remember, care enough to confront first. You owe it to the next person in line to tell him/her if you are going over his/her head:

Assistant Coaches/Sponsors
Head Coaches/Sponsors
Athletic Director- Brandon Deromedi- 864-6533
Principal-Breez Longwell Daniels- 864-6551
Superintendent- Dustin Hunt- 864-6515
School Board

STATEMENT OF PURPOSE

The purpose of the Hot Springs County School District Activity Program is:

1. To **improve** the development of the students by helping them to find activities which will enhance their lives.
2. To promote a student's identification with his school and community, and help build pride in their accomplishments.
3. To provide an opportunity for the community to participate, as a spectator, in these activities and develop positive school/community relationships.

It is the responsibility of the school district's sponsors, coaches, teachers and administrators of Thermopolis Middle School to teach and promote the belief that activities provide students the opportunity to learn virtues, such as:

- *Character
- *Dedication
- *Competitiveness
- *Leadership
- *Trust
- *Compassion
- *Mental and physical toughness
- *Time management
- *Willingness to challenge self
- *A healthy mind, body and spirit
- *Self-discipline
- *Responsibility
- *Cooperation
- *Self-sacrifice
- *Loyalty
- *Respect for others
- *Sportsmanship
- *Goal setting
- *Performance under pressure

CITIZENSHIP / SPORTSMANSHIP

A. **COACHES:** Responsibility for sportsmanship is a goal for our coaches.

- Set, promote and maintain standards of good sportsmanship with their coaching staff, student/athletes and fans.
- Respect decisions of game officials and behave appropriately in their interactions with officials.
- Maintain their composure at all times.
- **Refrain from embarrassing or singling out players, either on the bench, in game situations, of the locker room.**
- Treat mistakes as opportunities for learning.
- Acknowledge positively the efforts of their opponents.

B. **PLAYERS:** The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be as follows:

- Treat opponents with respect that is due them as guests and fellow human beings;
- Shake hands with opponents and wish them good luck before the contest;
- Exercise self-control at all times, accepting decisions and abiding by them;
- Respect the official's' judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision;
- Do not communicate with the officials regarding the clarification of a ruling. This is the captain's responsibility.

D. **STUDENTS:** Students' habits and reaction as spectators determine the quality of sportsmanship, which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

- Know and demonstrate good sportsmanship;
- Respect and cooperate with cheerleaders;
- Be respectful of game officials, players, coaches, opposing fans and facilities.
- Show respect for an injured player and do not heckle or jeer the opposing team.
- Be reminded that they represent not only their school, but their community and family as well.
- Be expected to conduct themselves in an appropriate and civil manner. Be a fan not a fanatic.

E. **PARENTS/SPECTATORS:** Fan behavior, whether at home or way, at athletic contests reflects on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts - both individuals and property - with proper appreciation.

- Know and demonstrate good sportsmanship.
- Respect game officials, players, coaches and fans.
- Recognize outstanding performance on either side of the playing field.
- Be exemplary role models of sportsmanship by supporting teams in every positive manner possible, including content cheers and signs.
- Be positive. Cheer for your team rather than against the opposition.
- Maintain composure at all times.
- Be a fan, not a fanatic!

Adopted from WHSAA

CODE OF ETHICS FOR COACHES

As an athletic coach at H.S.C.S.D.#1, I shall:

- Strive to develop in each athlete qualities of leadership, initiative, and good judgment.
- Respect the integrity and personality of the individual athlete in the selection of the team, as well as in the playing of the game.
- Demonstrate positive human relations skill.
- Encourage the highest standards of conduct and scholastic achievement among all athletes.
- Seek to inculcate good health habits including the establishment of sound training rules.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Exemplify the highest moral character, behavior, and leadership (i.e., refrain from the use of abrasive language).
- Promote ethical relationships among coaches.
- Encourage respect for the value of all athletics.
- Abide by the rules of the game in letter and spirit relative to your sport developed by coaches of each sport.
- Respect the integrity and judgment of sports officials by refraining from any public confrontation and instructing their players to do the same.
- Display modesty in victory and graciousness in defeat.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.
- Provide security for all building usage. Never leave students unattended. You are the last to leave the locked facility.
- Have knowledge of the rules governing athletics in Hot Springs County.

- Have knowledge of the rules governing athletics in the State of Wyoming.

CODE OF CONDUCT

We, the students of the Big Horn Basin, encourage all spectators, participants, school staff, and officials to:

- Greet, welcome, and congratulate teams and visitors.
- Honor the rights, property, and safety of others.
- Demonstrate good behavior and language.
- Remain in the designated area of the event.

Thank you for your cooperation and courtesy.
Big Horn Basin Middle School Student Councils

GENERAL STUDENT ATHLETIC POLICIES

A. EMERGENCY MEDICAL RELEASE

Each student must have a signed Emergency Medical Release Form on file before he or she will be allowed to practice in an activity.

1. Sponsors are to have these forms taken home and signed by the students' parents/guardians.
2. Sponsors are to have these readily available for emergencies at practice and games.
3. Sponsors are to have these with them on trips.
4. In case of an emergency, make every attempt to contact the parent before using the Emergency Medical Release Form.

B. INFORMED CONSENT FORM FROM PARENT

A student must have a signed Informed Consent Form on file before he or she will be allowed to practice or participate in an activity. This form is a part of the Physical Examination Form and is available in the Activity Office.

C. PHYSICAL EXAMINATION FORM

A student must complete a physical examination and return it to the TMS athletic director before beginning practice. Forms are available in the TMS office or online at hotsprings1.org. Physicals must be dated after May 1st. (Example: May 1st, 2015 for 2015-2016 school year)

D. ACCIDENT REPORT FORMS

Each coach must fill out an Accident Report Form as soon as possible for all injuries. The forms are in the Middle School Office.

E. ATHLETIC INJURIES REQUIRING MEDICAL ATTENTION

1. The coach in charge of the activity must assume the responsibility that a first aid kit will be available at all practice sessions and contests at all schools, as well as the emergency consent forms.
2. The coach shall seek immediate care as soon as possible for the injured athlete.
3. The coach shall notify the parents of the injured player as promptly as possible.
4. The coach/nurse or school personnel shall not leave the injured student until he/she has informed the parents of the situation of the injury and released the athlete to their care.
5. The coach/nurse or school personnel shall accompany the injured student to the physician's office or hospital when parents are not available. Provisions for practice supervision must be made before leaving students unsupervised.
6. **The coach shall file an Accident Report with the School Nurse within 24 hours of the incident, or the next school day.**
7. The injured student shall not be allowed to return to practice without a written release from his/her physician.
8. For all injuries that occur during any away game that would require professional medical help, the coach will do the following:
 - * Contact the parents
 - * Secure the name and address of the attending physician
 - * **Secure the name and address of the hospital, if any is involved.**
 - * Carry all emergency consent forms in the first aid kit so care can be given home or away.
9. If you as a coach determine an injury requires medical attention, you must not and cannot be over-ruled by parents. Refuse to play or practice the student and contact the Activities Director/Principal as soon as possible, to report the injury.

(WHSAA Rule)

F. NO SCHOOL INSURANCE – Parents are encouraged to have injury insurance on their children, who participate in athletics. It is not required to have proof of insurance to participate, but parents must take the responsibility for the

payment of the injuries. If parents are interested in coverage, forms from the Student Assurance Services, Inc. 800-328-2739 are available in the Activities Office.

G. CONTAGIOUS DISEASE INFORMATION

HSCSD #1 has developed an HIV/AIDS Policy in order to address concerns about the spread of contagious diseases including the HIV/AIDS virus, Hepatitis B Virus, etc. The following WHSAA Policy, Infection Control Precautions are excellent guidelines to follow.

Contagious Disease Policy of WHSAA 2.4.0 – 2.4.4

In order to address concerns about the spread of contagious disease, (AIDS, hepatitis, etc.) the WHSAA Board of Directors has adopted the following policy:

1. Before competing in a practice or contest, a student/athlete must cover any open wound on his/her body. This will reduce the risk of transmission of a blood-borne pathogen from his/her open wound to the open wound or mucous membrane or another person or vice versa.
2. If the bleeding resumes, the practice must be stopped again and any potentially contaminated surfaces cleaned. It is up to the discretion of the official in charge of the competition (i.e. referee in football and basketball, etc) as to how many times the competition should be stopped due to a student/athlete's bleeding before that student/athlete is disqualified from further participation in that contest.
3. Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped at the earliest possible time, and the player should be escorted from the area for the appropriate treatment. The student/athlete should not return to the game/practice until bleeding has been stopped and the wound properly covered.
4. The referee should stop the match as prescribed by the National Federation rules if it is necessary to clean blood-spill and/or provide first aid. The referee must NOT clean up the blood spill.
5. If the contestant must change uniforms, he/she will be allowed to do so without penalty as provided by the National Federation rules for that sport.
6. Whenever possible the injured should give themselves first aid to avoid getting blood into another's mouth, eyes, or open sore. If such exposure occurs, rinse exposed body area thoroughly with warm water and soap.
 - a) If the individual has any breaks in the skin, use an antibacterial to cleanse the wound and cover it with a dressing.
 - b) If the participant's uniform is soaked with blood the uniform should be changed.
7. The host school is responsible for cleaning the mat area in the following manner:
 - a) After pouring disinfectant on the affected area, attendants should wait approximately five (5) minutes before attempting to clean the affected area.
 - b) While wearing rubber gloves, personnel should wipe the mat clean with towels and then dispose of the towels into a plastic bag.
 - c) While wearing rubber gloves, personnel should then scrub the mat area with a solution of disinfectant. Rubber gloves should be disposed into a plastic bag.
 - d) The referee should then re-start the match as prescribed by the National Federation Rules.

H. LOCKER ROOM

1. Safety shall be stressed in the locker room. The number one priority for locker room safety is **Supervision by the coach until all players are gone.**
2. Proper locker procedures shall be followed in storing equipment after practice or a game. These procedures should be explained before the season starts.
3. At least one coach or teacher must be in the immediate vicinity of the locker room area at all times that students are present. Responsibility includes supervision and complete charge of this area. Coaches and teachers should demand a tidy locker room and the best conduct of our athletes at all times.
4. A tidy locker room will require each teacher/coach to teach all students to keep lockers neat, to take care of all school district equipment as well as personal equipment. This is an essential part of a student's training.
5. Insist that all students lock their lockers at all times when away from the locker room.
6. Locker rooms should be locked at noon hour, end of the school day, and on weekends.
7. Clean speech is mandatory! No profanity, no loud or boisterous talking, and no scuffling is permitted at any time.
8. Property and equipment must be respected - do not mark, deface, or damage school property at home or away.
9. Janitorial staff will not open locker rooms under any circumstances, unless a coach is present to supervise activity.
10. **Use of Opponents' Dressing Facilities:** Coaches should discuss with team members appropriate conduct when using dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to forestall vandalism. At times it may be necessary to hold a bag inspection after returning from a trip. Coaches should ask to have their dressing room locked during their team's absence. Following these procedures may save the school and district some unfavorable publicity.

I. STUDENT MANAGERS

1. Each manager is to be selected by the coach in charge of the sport.
2. The manager's job is one of responsibility, dependability, loyalty, and cooperation with the coaches and players.

3. The managers who take care of the equipment are to be under the direct supervision and management of the coaches/sponsors.
4. All player equipment is to be issued by the coach/sponsor.
5. The managers are expected to be assigned to certain duties by the coaches/sponsors and be held responsible for such assignments.
6. Managers are not to be given free reign with school keys. Keys are to always be in the possession of the coaches/sponsors.
7. Student managers are expected to follow the same behavior rules as the student athletes.
8. Coaches should be highly selective in appointing student managers.

J. TRANSPORTATION

1. Regulations of the State Board of Education provide that:

- a. Passengers of a school bus shall be limited to approved students, activity sponsors, and/or those persons receiving prior permission from administrative sources.
- b. No person may enter or ride a school bus that is under the influence of alcohol or a controlled substance.
- c. Smoking, and any use of tobacco, the use of alcohol or controlled substance, is prohibited on all school buses.
- d. Guns (loaded or unloaded), shells, or any explosive articles are prohibited on the school bus.
- e. Any item or items that may in any way be dangerous to passengers, is prohibited.
- f. Animals are prohibited.
- g. School buses shall stop to load and unload passengers only at authorized bus stops.
- h. All Activity Coaches/Sponsors are required to give the High School Staff a list of all participants for the activity 3 days prior to the trip.
- i. Before the bus departs a departure list WILL be given to the Driver and the School attendance Secretary.
- j. Activity Coaches/Sponsors are required to complete bag checks for all student bags prior to departure.

2. Activity Trips

NOTE: FOR ALL OVERNIGHT TRIPS, all students' carry-on items will be searched before it is placed on the school provided transportation. This search will be the responsibility of the coaches/sponsors.

- a. Coaches/sponsors must travel on assigned District transportation unless other prior approval is given by the principal or AD.
- b. Coaches/sponsors must provide the AD's office with a list of all participants and home telephone numbers. An updated list would be appreciated.
- c. All sponsors and students are to be ready at designated departure times.
- d. The bus will be at school at least 15 minutes before departure
- e. The students are under the direct control and supervision of the sponsor.
- f. If a student misses the bus, they may not be drive to the activity. They will be unable to participate.
- g. Coaches will remain with the team at all times during transport unless they have prior permission from administration to travel separately. If coaches are transporting a coed group of athletes they must sit in seats located between the male and female athletes. Males and Females will be separated with one group to the front of the bus and the other to the back of the bus. Coaches must remain alert to supervise athletes during transportation. Coaches will get up out of their seat and walk the aisle randomly during transport, when safety allows, to supervise student activities. On an activity that has multiple coaches; coaches should sit throughout the bus.

K. STUDENT TRAVEL

School district transportation is provided for all authorized activities. Meals, however, are not provided for middle school activities. Students are to be advised that student travel is not provided beyond a state competition. If a student or group of students qualifies for a national competition, funds will need to be raised individually.

1. Students are to travel to and from out-of-town school activities on the school provided transportation. The only exceptions are to return home with parents after the completion of a release form provided by coaches. Students may only be released to a parent or guardian at the event; not to other students' parents or guardians. Students are encouraged to ride the bus home with their team after activities. **Coaches must turn-in all signed release forms to the Activities Director.**
2. In the event of special circumstances or an emergency situation Parents/Guardians may pre-arrange for release of a student at an activity to another adult. Release to any other adult must be approved and signed by the Middle School Principal and Activity Director two days prior to departure.
3. Students must be picked up and dropped off at the designated loading/unloading zone (HS or MS depending on activity).

L. DRESS AND CONDUCT

All activity participants will dress in a manner that brings credit to their school and community. Individual program dress codes for trips will be included with and communicated to the participants through the distribution and discussion of behavior expectations at the beginning of the season by the various head coaches/sponsors.

M. ATHLETIC ELIGIBILITY

All extra-curricular activities at TMS will be subject to the following eligibility rules:

1. Eligibility is determined weekly based on the accumulated grade average the student is earning in each class each nine-week period. The eligibility begins new each nine weeks period. The eligibility during the first week of the 2nd, 3rd, and 4th nine weeks is determined by the final grade of the previous nine-week period.
2. Participants must be passing **ALL** subjects to be eligible. The first week that a student is failing a class will be a warning week. The coaches will work with the student to provide assistance for studies. The second week in a row that the student is failing any class, he/she will be ineligible.
3. Weekly eligibility will run from Monday to Monday.
4. If academically ineligible, a student may practice, if approved by the Sponsor, but may not participate in extra-curricular activities until the following Monday. Academically ineligible students will NOT be allowed to travel to any out of town contests in district provided transportation.
5. A student must be in school all day the day of a game or practice to be eligible to participate that day. If the game is on Saturday, the student must be in school all day on Friday. Orthodontist and Doctor appointments will be excusable with an appropriate note from the health care provider. Other exception requests may be approved by the principal.
6. Eligibility lists will be given to all middle school teachers and coaches every Monday. Coaches will notify athletes that are on the ineligible list. The office will notify parents when students are on the ineligible list.
7. Student on the ineligible list will have an opportunity to become eligible by completing and following through with an academic contract. The student is responsible for establishing communication with the teacher to activate the academic contract process. This contract will permit the students to participate as if they are eligible. If at any point the student breaks this contract or the SIT deems the student is not progressing, the student is IMMEDIATELY ineligible.

N. DETENTIONS AND AO FOR ATHLETICS

Students who receive detentions will be expected to serve the detention or AO as scheduled. The Coach may require the students to do extra work to make up for missing practice. Those that receive AO on the day of an extra curricular activity may serve it the next day. Students assigned AO or detention the day of an event will be able to participate in the scheduled event for that day.

O. PRACTICES

Practices will normally be held after school as soon as possible each day. Practices cannot be required on days when school has been dismissed because of bad weather. There will be no Sunday practices. Wednesday night practices are to be finished by 6:30 p.m.

P. ISS AND SUSPENSION FROM SCHOOL

1. Activity participants assigned to the ISS are suspended from participation in their activity until they have completed the ISS assignment. Students are suspended from practice and activities for assigned day(s) of ISS.
2. If suspension is completed on Friday and there is an activity Friday evening the student will be ineligible, this also applies on Saturday, students will be ineligible for the Saturday activity. The student may attend the activity on Friday or Saturday with a parent/guardian as a spectator, but not as a participant.
3. Students suspended out-of-school or from student activities may not practice or participate until the suspension period ends.

THERMOPOLIS MIDDLE SCHOOL ALCOHOL, TOBACCO, AND DRUG VIOLATIONS POLICY

GUIDELINES FOR PARTICIPATION:

These guidelines shall apply to all students in Thermopolis Middle School who desire to participate in extracurricular activities. These guidelines cover the entire school year regardless of what activity the student desires to be involved in.

The purpose of these rules is to:

1. Emphasize concern for the health and well-being of students who are or will be participating in extracurricular activities;
2. Provide a chemical-free environment that will encourage health development;
3. Diminish chemical use by providing an educational assistance program;
4. Assist students who desire to resist peer pressure which often directs them toward the use of chemicals;
5. Ensure consistency of student discipline among the various athletic programs.

Use of tobacco - Smoking, chewing or possession of tobacco and or tobacco products will not be allowed.

Alcohol - Use or possession of alcohol, or attendance at a gathering where alcohol is being used or dispensed ILLEGALLY, will not be allowed.

Drugs - Use or possession of illegal drugs, or attendance at a gathering where illegal drugs are being used or dispensed, will not be allowed.

Any questionable situation will be investigated and evaluated by the Principal, AD, and Coach. Violations involving tobacco, alcohol, or illegal drugs will be subject to the TMS discipline code and consequences.

FIRST OFFENSE:

Any student participating in an activity who violates the alcohol, tobacco and drug policy during a sport's season will become ineligible for the remainder of that season. The student must also complete the steps required of his or her violation to become eligible to participate in another sports or activity season.

SECOND OFFENSE:

If a student has a second offense, he/she will be ineligible for the remainder of the school year.

**PARENTS/STUDENT RIGHTS IN IDENTIFICATION,
EVALUATION AND REPLACEMENT
(Section 504 of the Rehabilitation Act of 1973)**

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

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling educator.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disable students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A. PL 94-147).
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the ADA/504 coordinator listed below:

HSCSD#1 Superintendent

Employee/Student Sexual Harassment

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

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual is used as the basis for employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her

compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including terminating, against any employee. (Board Policy ACA.)

An Equal Employment/Educational Opportunity

Hot Springs County School District #1 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (307) 864-6515, 415 Springview Street, Thermopolis, WY 82443 or to the Assistant Secretary for Civil Rights, U. S. Department of Education.

NOTE:

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

Forms include:

Acknowledgement of Receipt of Student/Activity Handbook
Change of Information
Medication Permission
Activity Participation and Emergency
Treatment Consent

Electronic Handbook: <http://www.hotsprings1.org/student-handbook-s>

Acknowledgment OF STUDENT/ACTIVITY HANDBOOK

I, _____, do hereby acknowledge I have read the electronic student/activity student handbook for 2017-18. I understand the contents. I also understand that during the course of the school year changes that need to be made deemed appropriate by the Board of Trustees, the superintendent, or the building principal could be made.

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

Student signature _____

Date

Parent/legal guardian signature _____

Date

**Thermopolis Middle School
2017-18
Change of Information Form**

If you have **CHANGED** your address, phone, cell, emergency contact and their info, please complete this form and return it to the Middle School Office. We need to have your current information on file. Thank you!

Student's Name: _____
Current Address (Street, Box City): _____
Home Phone: _____

Mom's cell phone: _____
Dad's cell phone: _____

Contact who can be reached if the parent/guardian cannot be reached. Be sure Emergency Contacts can assume responsibility to give permission for your son/daughter to leave school for an illness or absence of another nature. (Changes only)

Emergency Contact: _____
Emergency contact home phone: _____
Emergency contact cell phone: _____

Emergency contact numbers to be used by the Alert Now phone broadcast system-**The primary number will be the home phone number.** Additional numbers should be cell or work number that we can reach if there is urgent information to be shared with parents or guardians during the regular school/work day. The form you completed last year will be used again unless you state differently on this form. (Changes only)

AlertNow primary phone: _____
AlertNow 1st emergency phone: _____
AlertNow 2nd emergency phone: _____

If you have other information you changed and would like us to have, please write that below:

Medication Permission Form
Thermopolis Middle School
2017-2018

Student name: _____ Teacher: _____

Permission for the administration of over-the-counter medications during school attendance

I give my permission for authorized school personnel to administer over-the-counter medications/treatments to the above named student for minor discomforts and injuries. Please initial all the following to allow authorized personnel to give:

- _____ Tylenol
- _____ Ibuprofen (equivalent to Advil, Motrin)
- _____ Cough drops

Note: Stock bottles of ibuprofen, acetaminophen and cough drops are provided in each building. If students bring any over-the-counter medications from home, it must be in the original container and be clearly labeled with child's name.

Permission for the administration of prescription medications during school attendance

Medication: _____ Dosage: _____ Date of initial dose: _____

Reason for Rx: _____

Time of day Rx to be given: _____ Anticipated duration of Rx at school: _____

School Nurse WyIR Access Agreement:

To ensure the Wyoming Department of Health is aligning with the Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rule, Wyoming School Nurses must obtain parent/guardian agreement before accessing a student's immunization record within the Wyoming Immunization Registry (WyIR). No student record shall be accessed in the WyIR by a School Nurse without parent/guardian agreement. I am the parent/guardian and agree that the School Nurse can access this student's immunization record in the Wyoming Immunization Registry.

I understand that any school employee who administers any of the above medications, in accordance with the prescription and/or over the counter directions, to my student shall not be liable for damages as a result of an adverse reaction suffered by the student due to this administration. I further acknowledge that the above student has taken the medication(s) previously (or the initial dosage) and has experienced no adverse reactions.

Parent/legal guardian signature _____ Date _____

*Activity Participation and
Emergency Treatment Consent Form*

I, _____the parent/legal guardian of _____give my consent for my child to participate in the field trips or activity trips outside of the district described here:

Trips sponsored by Hot Springs County School District #1 during the 2017-18 academic year.

I further give my legal consent and authorize any representative of HSCSD#1 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any licensed physician or dentist

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency service incurred on behalf of my child. I acknowledge and agree that Hot Springs County School District #1 is not responsible for any medical, hospital expenses and/or charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original.

If my child requires emergency medical treatment, I understand that school personnel may provide emergency medical treatment if it is determined necessary. I also understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize treatment. To facilitate contacting me, I agree to provide current work and home phone numbers to the school.

This form must be signed and returned to the school if the student named above is to participate in field trips or activities.

Parent or legal guardian _____ Date _____

Parent or legal guardian _____ Date _____

Please complete all information for Student in Case of Emergency.

Student information in Case of Emergency

Student name _____ Date of birth _____
Address _____ City, State, Zip _____
Allergies or chronic illnesses _____
Daily medications _____

Contact information in case of emergency

Parent/guardian name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

Parent/guardian name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

Emergency contact name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

If above named cannot be contacted, we, the undersigned parent/guardian of the student identified above, hereby authorize officials of the above school district to contact directly the following physician and we hereby certify that we are the parents/guardian of the said minor child, and do authorize the physician named below to render such treatment as said physician in an emergency, for the health of said child, without further authorization than here expressed. In the event that the physician here named can't be contacted, or either of us is unavailable to give our express consent at such time with reference to any other physician, we hereby consent and authorize the officials of the school district to contact any licensed physician, and we hereby authorize said physician to render such treatment as he/she may deem reasonably necessary, in what he/she may consider to be an emergency, for the health of the aforesaid minor child.

I also understand that expenses incurred as a result of emergency ambulance use, treatment by physician, or treatment in a hospital or clinic will not be borne by the school or school personnel.

Physician _____ Hospital _____ Dentist _____
Phone (____) _____ Phone (____) _____ Phone (____) _____
Insurance company name _____

NOTE: When a student becomes ill or is injured on an activity trip, it is virtually certain that the school will be unable to provide medical care through the primary physician selected. In most cases when the student is away from the Hot Springs County School District #1, no emergency care can be provided without this approval form.

STOP: Must be signed in presence of a Notary Public:

Signature of parent/guardian _____ Date signed _____
State of Wyoming, County of _____
Subscribed and sworn to before me this _____ SEAL
Day of _____, 20 _____
My commission expires: _____

Refusal to Consent

I do not give consent for emergency medical treatment of my child. I understand that by signing "Refusal to Consent," my child will not be allowed to participate in field trips or activities outside of the district.

Signature of parent/guardian _____ Date signed _____

Thermopolis Middle School
Media Release/Photo Waiver

At various times throughout the school year students will be photographed by school staff and/or local media representatives i.e. The Independent Record, Northern Daily News, etc. This release allows the school and/or media outlets to publish/post pictures of your child engaged in school activities.

I hereby authorize the Hot Springs County School District, and those acting under its permission and on its authority, to take photographs or video recording of my child, and to use such photographs or video recordings on the official school webpage, official TMS facebook posts or in newspaper articles or other publications in conjunction with HSCSD1.

I hereby waive any right to inspect or approve such photograph or video recording prior to publication, and release any copyright interest.

I waive any right or privilege of confidentiality in such photographs or video recordings to the extent that they appear in school related programs, presentations, activities or publications.

I do (___), do not (___) include the authorization to use my child's name in connection with such photographs or video recordings.

I do (___), do not (___) give Thermopolis Middle School the authority to use any photographs, or video recordings of my child, in school publications or online posts for official school purposes.

Parent or Guardian (signature)

(child name)

It is the responsibility of the parent/guardian to be aware of the TMS Student Handbook Rules and Protocols, including parental permission slips.