

BURNS JR/SR HIGH SCHOOL



HOME OF THE BRONCS

Student Handbook 2016-2017

Burns High School
School Song

A Burns High Bronc is hard to beat.
They've got that winning look from head to feet.
They've got that style, that smile, that winning way,
And when you see them you will recognize their smile
And say now
There's a Bronc I'm proud to know.
They've got that good ole Burns High pep and go.
One look at them is quite a treat.
It's hard to beat
A Burns High Bronc!



BURNS JR/SR HIGH SCHOOL

"HOME OF THE BRONCS"

2016-2017
STUDENT HANDBOOK

Bobby Dishman
PRINCIPAL

524 E. 4th St.
BURNS, WY 82053-0160

PHONE: 307- 245-4100 FAX: 307-547-3583
PHYSICAL ADDRESS: 524 E. 4th ST., BURNS, WY 82053
WEB PAGE: laramie2.org
POWERSCHOOL SITE ADDRESS:
<https://laramie2.powerschool.com/public/>

This student handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

WISER ID. _____

WELCOME

This Student Handbook is designed as an informational guide. It is our hope that you will find it a valuable source of information for understanding your school. The policies and procedures contained in this handbook are applicable at all school-related functions. The language used in this Handbook is neither intended to create nor be construed to constitute a contract between LCSD #2, the State of Wyoming and any one or all of its students or legal parents or guardians. It is intended to inform and provide notice to students and their legal parents and guardians. There are no promises, expressed or implied, for specific educational performance or outcome. The provisions of this Handbook may only be modified according to established procedures of LCSD #2, State of Wyoming. LCSD #2, State of Wyoming retains the absolute right to change the contents of this Handbook as it deems necessary, with or without notice. All content inquiries for this Handbook should be directed to the school principal.

The Principal or Counselor will be available at the Jr/Sr High School from 7:30 AM to 4:00 PM, on school days. Please call 245-4100 if you need to speak to them or to make an appointment.

The mission of Burns Jr/Sr High School is to provide a safe environment, to teach the knowledge and skills that will empower all students to become responsible, productive citizens and lifelong learners.



The mascot of Burns Jr/Sr High School is the bucking bronco, which signifies the great spirit that students and faculty have for their SCHOOL and for their teams. It is the hope of the student body that all who wear the school colors, orange and black, will do so proudly.

NONDISCRIMINATION STATEMENT

LCSD #2 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its education programs or activities. Inquiries concerning Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 may be referred to Nancy Malcom, Director of Special Services, 311 E. 8th, Pine Bluffs, WY 82082 307/245-4005. Inquiries concerning Title IX, Education Amendments of 1972, may be referred to Wyoming Department of Education, Office of Civil Rights Coordinator, Hathaway Building, 2nd Floor, 2300 Capitol Avenue, Cheyenne, Wyoming 82002-40050, 307/777-6252, or to the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Suite 310, Denver, Colorado 80204-3582, 303/844-5695 or TDD 393/844-3417. This publication will be

provided in an alternative format upon request from the Wyoming Department of Education. Title VI of the Civil Rights Act of 1964 protects people from discrimination on the basis of race, color or national origin. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap (disability); and, the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age. All employees, students, and potential employees have the right to equal admission, access, treatment of employment in its educational programs and activities.

USDA and THE NATIONAL SCHOOL LUNCH PROGRAM

The United States Dept. of Agriculture prohibits discrimination in the administration of its programs. To file a complaint, write to the Secretary of Agriculture, Washington D.C. 20250

CHILD IDENTIFICATION AND SPECIAL EDUCATION PROGRAMS

If you are a student with a disability or suspect you have a disability that negatively impacts your progress in school, programs and services may be available to assist you. If you are a parent of a student with a disability or suspect they have a disability that negatively impacts progress in school, programs and services may be available to assist the students. LCSD #2 State of Wyoming has a variety of Special Education programs and services to assist students up to age twenty-one at no cost to you or your parents. To access these programs and services, students must first meet state and federal guidelines for eligibility as outlined in the Individuals with Disabilities Education Act, 2004 Amendments. A student that is identified as a child with a disability is entitled to a free appropriate public education, which includes special education related services. For more information on how to access these programs and services contact the building administrator, school counselor or Nancy Malcom, Director of Special Services for LCSD #2 at 307/245-4005.

SECTION 504 INFORMATIONAL NOTICE

Section 504 is an Act that prohibits discrimination against persons with a disability or impairment in any program receiving federal financial assistance. The Act defines an individual with a disability or impairment as anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activities. Major life activities include activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
2. Has a record of such impairment.
3. Is regarded as having such an impairment.

In order to fulfill the obligation under Section 504, LCSD#2 recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against any person with a disability or impairment will knowingly be permitted in any of the programs and practices in the school district. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and provide a free appropriate education to all students who are individuals with disabilities or impairments as defined by eligibility under Section 504. The parents of these students are entitled to procedural safeguards, including individual notice of eligibility, and notice of development of a plan. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to request a hearing with the 504 Coordinator. If there are any questions, please contact the 504 Coordinator for Burns High School @245-4100, or Pine Bluffs High School @245-4000

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

LCSD#2 will follow the regulations for public release of student directory information set forth by the Family Education Rights and Privacy Act (FERPA). If the legal parent or guardian of a student does not wish to have the information as defined below released upon request, the form (available from your school's main office) must be filled out and returned to the school principal. FERPA-34 C.F.R., Part 99, Subpart A, Sections 99.3. "Directory Information" means information contained in an educational record of a student which would not be generally considered to be harmful or an invasion of privacy if disclosed. It includes but is not limited to the student's name, address, telephone

listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. (Authority: 20 U.S.C. 1232Gg {a} {5} {A}).

ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazard Emergency Response Act/Environmental Protection Agency-40CFR Part 763.84, LCSD #2 is hereby notifying the general public and employees of the presence of asbestos containing materials within buildings owned and operated by this district. Asbestos management plans are located within the main office of each building or questions may be directed to the LCSD #2 Central Office @ 245-4050.

DRUG-FREE SCHOOLS

The use, possession, or distribution by students of alcohol or other dangerous drugs, including anabolic steroids, in the building or at school-sponsored activities on or off school grounds is wrong and harmful and is prohibited. Use of dangerous drugs or alcoholic beverages could subject a student to criminal action and shall be grounds for suspension and/or expulsion. Compliance with all regulations of the Drug-Free School Act shall be mandatory. Compliance with Town of Burns Ordinance concerning the regulation of the obtaining, use and possession of tobacco and alcohol products by minors is also mandatory. Parents will be contacted.

GRADUATION REQUIREMENTS

(For Classes of 2016 and beyond)

To graduate from any high school in Laramie County School District #2, all students must obtain a minimum of 26 credits in grades 9-12 (see specific credit requirements for each content area below). In addition, all students must demonstrate proficiency in at least five of the content areas, known as 5 of 9. Determination of proficiency in a content area is described by the LCSD #2 District Assessment system. All graduates must take a course of study that enables them to achieve the Wyoming Content and Proficiency Standards as prescribed by rule and regulation of the State Board and required under W.S. 21-3-110(a)(xxiv).

Language Arts

4 credits in district approved English Language Arts courses

Mathematics

4 credits in district approved mathematics courses

Science

3 credits in district approved Science courses

Social Studies

3 credits in district approved Social Studies courses and satisfactorily passing an examination on the principles of the Constitution of the United States and Wyoming.

Physical Education

0.5 credit in district approved Physical Education courses.

Health

0.5 credit in a district approved Health course.

Career Vocational

Successful completion of all classes that are developed to allowed students to meet the required standards

and outcomes as presented in district curriculum as aligned to state standards.

Fine and Performing Arts

Successful completion of all classes that are developed to allow students to meet the required standards

and outcomes as presented in district curriculum as aligned to state standards.

Foreign Language

Successful completion of world language standards developed in
aligned to state standards.

The district currently uses Spanish as its world language course. (This may be offered in the 7th or 8th grade, but no credit will be earned.) Spanish I in grades 9th through 12th will award a credit for successfully completing this requirement.

The District may also make such other arrangements for special education students as are not inconsistent with the law, and which are in accordance with the District's rules and regulations governing programs for handicapped children, including making provision to recognize those students who have met the requirements of their individualized educational plan but cannot receive a diploma reflecting completion of the state mandated graduation requirements.

Arrangements may be made with the school principal to enroll in college credit courses when available and receive credit towards graduation requirements.

Students who for some reason need a course(s) to graduate which is not available to them at the high school will be permitted to enroll in correspondence courses approved by the principal.

The student will be expected to pay all costs of the correspondence course unless provision is made by other Board policy on administrative regulation for the school district to pay some or all of the cost of such correspondence courses.

Additional credits may be earned in any of the above areas to complete the requirement of 26 credits. One unit of credit is given for the successful completion of a course that meets for the entire length of the school year. One-half credit is given for the successful completion of a semester length course.

This list is developed to present the minimal requirements for graduation for Laramie County School District #2. The intention of the district and the schools will be to encourage all students to exceed the expectations as they have been presented.

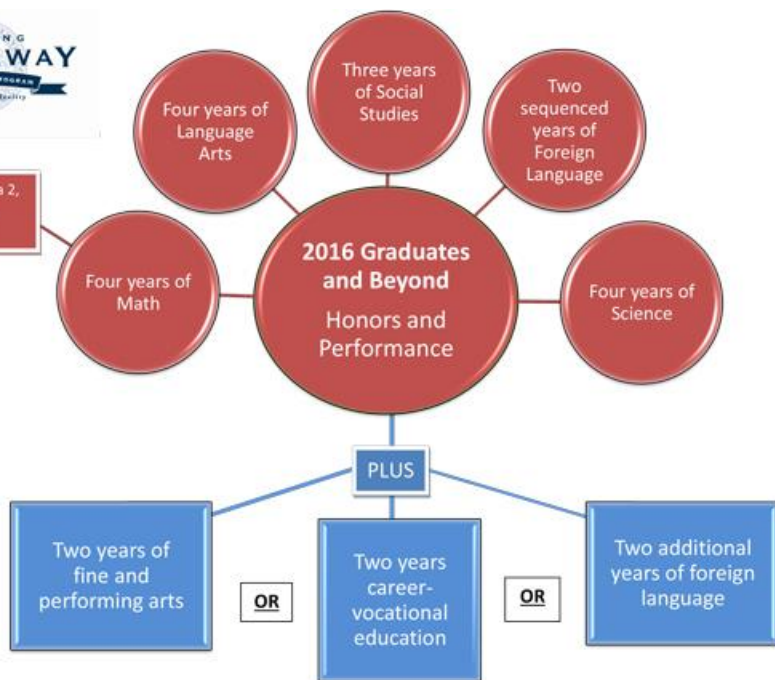
DIPLOMA

LCSD #2 will continue to offer one high school diploma. However, one of three possible levels of achievement, as set by state statute, will appear on student transcripts. The following endorsements are related to the nine content areas of Language Arts, Math, Science, Social Studies, Health, PE, Career/Vocational, Foreign Language, and Fine Arts.

- Advanced Endorsement: Student is advanced proficient in five or more of the content areas and proficient in all other content areas.
- Comprehensive Endorsement: Student is at least proficient in all nine of the content areas.
- General Endorsement: Student is advanced or proficient in at least five of the nine content areas.



Algebra 1, Algebra 2,
Geometry and an
additional math



Updated March 2013

Honors:

\$1,680 per semester

3.5 GPA

25 ACT

Performance:

\$1,260 per semester

3.0 GPA

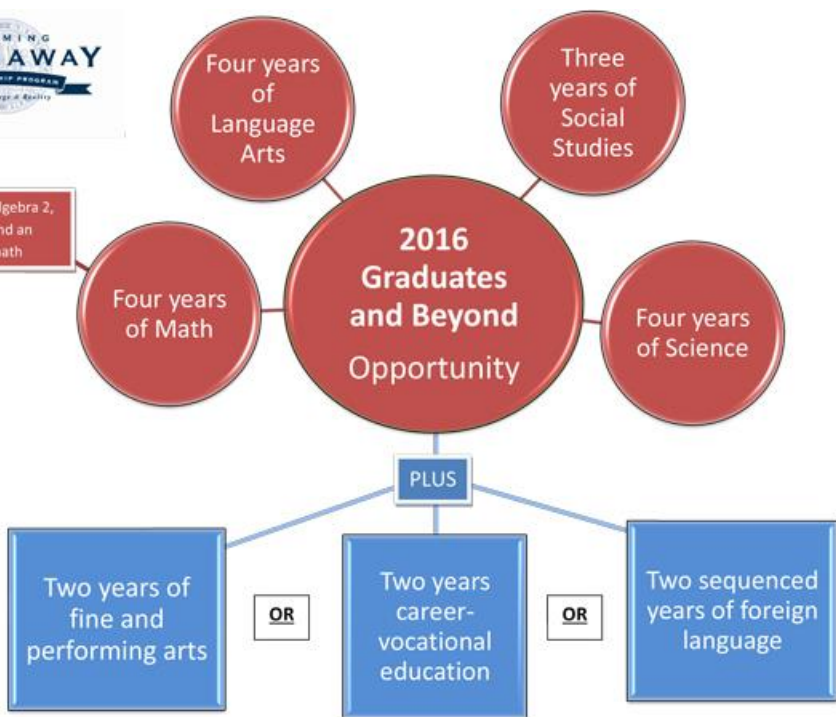
21 ACT

*For more information please visit the Burns Jr./Sr. High

8 website



Algebra 1, Algebra 2,
Geometry and an
additional math



Updated March 2013

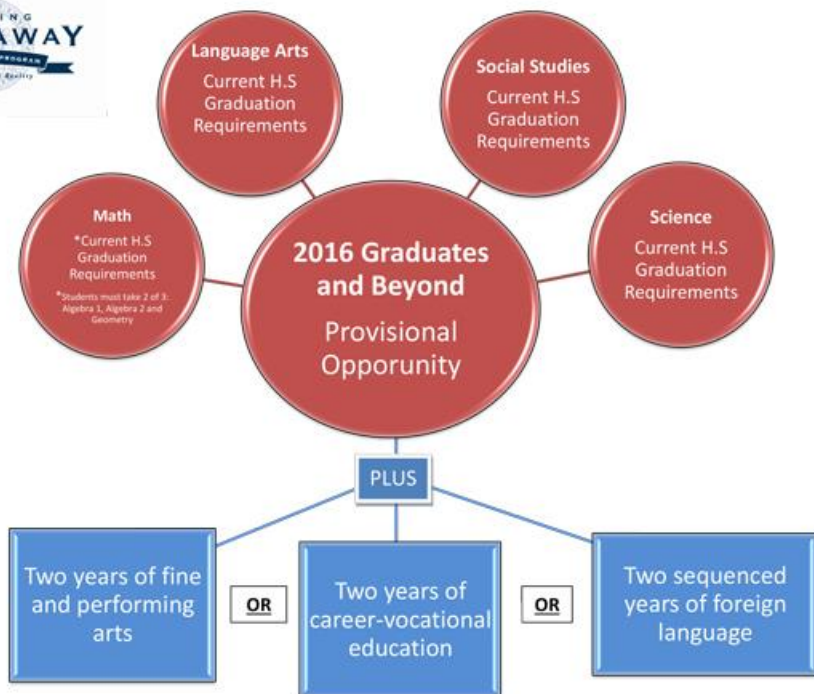
Opportunity:

\$840 per semester

2.5 GPA

19 ACT

*For more information please visit the Burns Jr./Sr. High website



Updated March 2013

Provisional Opportunity:

\$840 per semester

2.5 GPA

17 ACT or 12 WorkKeys

This scholarship is good for four semesters at a Wyoming community college. Upon successful completion of a degree or certificate, students will then qualify for an additional four semesters at the University of Wyoming or a Wyoming community college.

*For more information please visit the Burns Jr./Sr. High website

HONOR ROLL and GRADING STANDARDS

In order to recognize excellence in scholarship, an Honor Roll is published for each nine (9) week and semester grading period. To be placed on the Honor Rolls, a student must maintain at least a 3.0 average for the nine (9) week or semester period. A mark of D, F, *INC or U eliminates a student from Honor Roll consideration. GRADES will be given on a percentage basis. A grade below 60% will be a failing grade. The percentage grouping is as follows:

A	100 - 90%
B	89 - 80%
C	79 - 70%
D	69 - 60%
F	Below 60%

Percent grades will be reflected on the report card and official transcript to distinguish a higher grade from a lower grade within a grade category. Students and parents may check progress as frequently as desired by accessing information on-line through; <https://laramie2.powerschool.com/public/>.

***INCOMPLETE:** An incomplete will be given when a student's work for a nine (9) week period is not complete when report cards are distributed. Unfinished work causing this "incomplete" must be finished within two (2) weeks of the time the "incomplete" is reported or it will automatically be converted to a failing grade.

REPORT CARDS: Report cards will be distributed to the parents at the fall Parent/Teacher Conferences. They will be sent home at the end of each grading period. Report cards will not be issued until all fees and fines are paid in full. Final report cards will be mailed after school is dismissed for the summer.

ACADEMIC AWARD GUIDELINES: If a student (grades 9-12) achieves honor roll status (3) quarters out of the year, he/she will receive an academic letter, patch, or pin for the year.

STUDENT RECORDS AND TRANSCRIPTS

Any pupil in any public school, his/her parents, guardian, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning him/her. No other person shall have access thereto, nor shall the contents thereof be divulged in any manner to any unauthorized person. All such files or records shall be so maintained as to separate the academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his continuous absence from the school for a period of three years. No student transcripts will be forwarded to other schools unless a written request is submitted to the principal's office. WYOMING STATE STATUTE SECT. 21-4-308 (C) states that diplomas and/or credit for courses earned may not be held, provided payment has been made for all indebtedness. According to law when a student reaches the age of majority (18 in Wyoming), all educational decisions are the student's unless parents apply for and are granted guardianship.

ATTENDANCE POLICY

Promptness and regular attendance are essential characteristics for success in life as well as in school. Lack of attendance at school has been researched as one of the best indicators for students eventually decided to forego public education. Parents and students should make prompt and regular attendance a habit and avoid all unnecessary absences. Absenteeism creates a loss to the student even when such absence is excused and work is made up. In many cases this loss is irretrievable. Any absence, except those for school activities or for major contagious diseases, will be recorded as an absence.

Each building principal is the designated attendance officer.

GENERAL PROCEDURES

Excused Absence- An excused absence for activities, credit earned through another educational institution, through course-related work experience or events that are not emergencies, such as vacations, may be considered excused at the discretion of the principal. The principal must use excellent judgment if the non-emergency absence is classified as not being an excused absence. Every absence of a student from the district, except for school activities, shall require a note or telephone call from the parent/guardian explaining the reason for the absence. This notice shall be given preferably prior to the absence, but not later than one day following the absence.

Unexcused Absence- Any absence from school without parental consent or parent knowledge shall be considered an unexcused absence. Absences for non-emergencies that failed a review by the principal will be considered unexcused. Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant and referred to the district attorney's office.

Rules regarding make-up work are outlined in student handbooks. All schools will work to reach an agreement concerning make-up guidelines for the district. The guidelines should reflect appropriate expectations in relationship to the absence.

Tardiness- Any student who is not in class by the time the final bell, signifying the start of class, as designated by the school shall be tardy unless the student is excused by another teacher or administrator. Teachers should not withhold such excuses without due cause. Tardies will be tracked and reviewed.

The building principal shall be directed to investigate when a student has accumulated four tardies to the same class. Disciplinary procedures may be started on the fourth tardy and these procedures could lead to the student serving detention to make up the time or in extreme instances tardies may lead to a student needing to develop and complete an attendance contract with the principal. Class work missed because of tardiness should be made-up but the time for such activities will be at the discretion of the teacher.

Excessive Absenteeism- Students that are continually absent from school may lack the academic experience necessary for meeting the learning requirements. Laramie County School District #2 considers the total number of absences in one semester in any class prior to determining the student to have excessive absences. If the Superintendent or designee has reason to believe that a student has a contagious disease or extended illness which would make attendance dangerous to himself or others, the student illness shall be immediately verified by a physician or school nurse. If verified by a physician or by the school nurse using follow up contacts with parents, the student will be excluded from school under the guidelines of the school's health code and attendance expectations will be adjusted using the latitude requested by the Board of Trustees under health emergencies. Any absence by any student that is accompanied with a physician's note may allow the absence to be waived by the Building Administrator. Physician notes may include multiple days of absence from school and parents are encouraged to have these days specified on the absence excuse note.

NOTIFICATION FOR SECONDARY STUDENTS Attending Jr./Sr High Schools

Except for excused school activities, a doctor's written excuse or verification of a contagious disease or illness by the school nurse, the following attendance totals will be followed. It is the prerogative of the building administrator to begin attendance conversations between the school and the family at any time regardless of the total class absences in question.

1. When a student is absent from the same class for a total of six (6) times during any semester the principals shall send notification to the student and parent stating so, specifically notifying the parent of the importance of complying with the attendance policy. The principal¹ with cooperation from the faculty attendance counsel will schedule a conference with the student and the student's parents to discuss the absences, the importance of attendance, and the attendance policy.

Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will not be used to determine this absent count.

2. After a student has been absent from the same class a total of eight (8) times during the semester, the parents and student shall be sent a notice of the number of absences and that further absences may result in a potential loss of credit for the class for the semester. Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will not be used to determine this absent count.

3. On the eighth (8) absence for the semester, a letter will be sent by certified mail to the parents explaining that their child has exceeded the absence limit and a recommendation of receiving no credit for the affected class (es) is considered. This no credit recommendation will be reviewed when the parent and the student meet with the principal and if an agreement for an attendance contract can be reached. If the student meets the attendance standard set forth in the contract, and receives passing grades in the affected class (es), credit will be reinstated. Attendance contracts will be designed on an individual basis and will be constructed to try and remedy the attendance issue.

Any absences supported by a doctor's written excuse or a school nurse's submission that a contagious disease or extended illness was noted, such absences will not be used to determine this absent count.

a.) Students in 7th and 8th grades or Junior High School do not lose credits. However the resulting absence totals may be considered in determining advancement status to the high school grades. The building administrator is directed to communicate with the parents concerning the number of class absences and if appropriate develop an attendance contract with the student and the parents.

4. Any student who has eight (8) absences in a semester and is attending under an agreement of attendance and then violates the terms of that agreement may request a hearing with the building principal to retain class credit. The student may be allowed to remain in class pending the hearing. The hearing shall be scheduled within five (5) school days beginning with the day the attendance hearing is requested. The student and his parents shall be required to attend the hearing along with the building principal. If the student and parents can demonstrate that any absences over the eighth (8) absence was due to extenuating circumstance that could not be prevented including hospitalization, required medical, dental, orthodontia, or optometric care that could not be scheduled after school, serious illness, family emergency or other emergency which the principal believes warrants continuation of class credit, then the principal, in consultation with the school attendance counsel, may grant an exception to the attendance policy. Any additional absences after an extended attendance agreement has been granted still allow the student to request subsequent attendance hearings, in which event the same procedures as set forth above shall be followed.

5. In the event the principal and the attendance counsel determine to withhold credit from a student under this policy, and subsequent to an attendance hearing, the parent, if they have complied with the attendance hearing process may appeal the decision to the board of trustees. In the event the parents and /or student desire to appeal the principal's and the attendance counsel's determination, they shall do so in writing to the board of trustees within five (5) days after the final determination. The Board shall take the appeal matter up at their next regularly scheduled board meeting held after receipt of the notice of appeal unless the matter is sooner scheduled to be heard at a special meeting. The board shall hear the appeal by allowing both sides to discuss the circumstances of the absences with the board and to call whatever witness either side desires. While the appeal is pending, the student shall be permitted to remain in class. The board's determination shall be final.

6. After a student has been absent from school for eight (8) days for any class or classes during a semester, and the eight absences cannot be supported by written physician or school nurse verifications, the principal may refer the concern to the district attorney's office for further investigation, according to the provision of Wyoming statute 21-4-107. Any student absent for ten (10) consecutive days without an excuse to support these absences or lacking any communication with the school will be removed from the school district roll. Upon the student's return the parents will need to follow through with re-enrollment procedures.

Release of Pupils: No student is to be taken from school by anyone except ¹³ a person who has the right to the child's custody, unless previous arrangements have been made with the school. Telephone calls or written requests asking for the release of students should be verified before the

release is granted. The person who is taking the student must come to the office and the student will be released from there.

Make-Up Work for Excused Absence: It is the student’s responsibility to find out what he/she missed or will be missing when absent. A student missing one day would check with the teachers for the missed day and have the work completed when they return to the class on the following day. Students missing more than one day would check with all teachers upon their return to school and be allowed one day for each day of absence to complete all make-up work.

Make-Up Work for Unexcused Absence: In the event of an unexcused absence or truancy, time allowed for make-up work and/or credit will be left up to the discretion of each individual teacher as stated in their classroom rules.

TIME SCHEDULE – THIS SCHEDULE IS SUBJECT TO MODIFICATION

2016-2017 Bell Schedule (7:50-3:40)		
1 st Hour	7:50 AM	8:42 AM
2 nd Hour	8:46 AM	9:38 AM
3 rd Hour	9:42 AM	10:34 AM
4 th Hour	10:38 AM	11:30 AM
LUNCH	11:30 AM	12:00 PM
5 th Hour	12:00 PM	12:52 PM
6 th Hour	12:56 PM	1:48 PM
7 th Hour	1:52 PM	2:44 PM
8 th Hour	2:48 PM	3:40 PM

LATE START: If it is determined that severe weather conditions may let up during the day, the decision will be made at 6:00 AM that the start of school will be delayed 2 hours. Bus schedules will run accordingly.

EARLY DISMISSAL: If weather conditions deteriorate during the day and an early dismissal is deemed appropriate, notice will be given. Students will be fed before dismissal if at all possible.

CLOSED CAMPUS: Burns Jr/Sr High School has a closed campus policy. This means that students will not be allowed to leave the campus during their lunch break. All students are to report to the cafeteria during their lunch break whether they eat the prepared school lunch, or bring their own lunch, or choose not to eat lunch. All students will remain in the lunch area until the lunch supervisor dismisses them.

LARAMIE COUNTY SCHOOL DISTRICT #2 LUNCH ACCOUNT POLICY

The School District’s policy regarding lunch account balances is as follows:

A Point of Sale (POS) software system (PowerLunch) is used for the school lunch program. **Please note the following important information:**

- Each student will have his/her own individual Student Account.
- Check and cash deposits will only be received at the individual student’s school or payments can be made on eFunds, via each school’s website. Checks should be made payable to your child’s school.
- Separate checks should be written for students at separate schools.
- Meal payments may be made through e-Funds for Schools 14
<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55606>. This link may be found on the district website (laramie2.org) under the “Family” tab.

- If sending cash with a student, place in a sealed envelope, along with the student's name and teacher's name. *We are not responsible for lost, unidentified, or stolen cash.*
- Students must have money deposited in their lunch account in order to purchase extra entrees or extra milk, regardless of eligibility status (Paid, Free, or Reduced).
- We cannot make change for cash at the schools, so please utilize the lunch account for all purchases.

The policy will be enforced with **High School/Junior High Students** as follows:

- Students are verbally notified when their account balance is negative and they need to bring money.
- Students are offered a written reminder to take home.
- **Students will only be allowed to charge a maximum of five meals.**
- After five meal charges, the student will not be allowed to eat school lunch, but they will be allowed to receive an alternate meal for a maximum of three (3) consecutive meals.
- **Students who receive free benefits will not be refused a meal, but they may not purchase extra milks or extra entrees until there is money in their account.**
- Parents and/or students can check their account balance by calling the school or can be looked up on PowerSchool.

Alternative Meal:

Paid and Reduced Price Students with a balance too low to purchase the regular lunch meal cannot eat the regular meal until money is put into their lunch account. They will be offered an alternative meal. Students eligible for free meals will be allowed to receive the regular meal but must have money in their account to purchase extra entrees or extra milk.

Any questions regarding this policy should be directed to the Business Manager at (307) 245-4060.

Off Campus Lunch Privileges: If a student living in the town of Burns has on file with the office, written parental permission requesting that the student be allowed to eat lunch at home, the in-town student will then be allowed to leave campus to walk home for lunch. Students with this privilege must sign in and out through the office. Students with this privilege may not be accompanied by any other student(s) unless that student also has off-campus lunch privileges. If a student is tardy upon returning to school more than 2 times this privilege will be revoked. **PARENTS MUST REQUEST OFF CAMPUS LUNCH PRIVILEGES EACH YEAR.**

STUDENT VEHICLE REGISTRATION & USE

Driving of vehicles by students, including cars, motorcycles, motor scooters, and bicycles, to and from school, and the parking of them at or near the school while school is in session, is to be considered a privilege; and such practice shall be subject to such rules and regulations as may reasonably be established by the building principal. Violation of these rules may result in suspension of the privilege, or in extreme cases, of the suspension or expulsion of the student from school.

CHURCH NIGHT: Wednesday night is set aside as church night in Burns. The school or any school organization will not schedule activities after 5:30 PM. Students participating in school activities will be released and out the door no later than 6:30 PM. The only exception to this rule will be inter-school activities where the local school cannot set the date and time. The school will avoid Sunday activities.

AUTHORITY: All school personnel or other personnel designated by school officials will have the same authority and responsibilities as a teacher on the school grounds or at any school sponsored activity at any time or at any place.

RESPONSIBILITY: BURNS JR/SR HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS however, it is important that you report any loss or damage to the principal immediately. Students are assigned a PE locker and a hall locker. If a student suspects a breach of combination or damage to a locker, please see the building administrator. Do not bring valuables of any kind (this includes large sums of money) to school activities. Always make sure your locker is locked by rotating the dial. **DO NOT GIVE YOUR COMBINATION TO ANYONE.**

DANCES: Dances promoted by any school organization will require approval by the activity sponsor, and the Principal. Dances will have a one-way door; meaning once you leave the building you will not be permitted to re-enter. High School dances are for 9th-12th grade Burns High School students and their pre-paid and approved out-of-school dates, only. Eligibility rules apply to all dances except prom. Junior High dances will be addressed and or/approved by the Principal on a case by case basis.

PROM

Prom is a formal event for Juniors, Seniors, and their dates. Invited guests include parents, faculty, staff and school board members. All school rules apply and appropriate dress is mandatory. Each student may only bring one date to the Prom. Eligibility rules do not apply to prom.

DRESS REQUIREMENTS: Burns Jr/Sr High School students are expected to dress in a manner that reflects the quality of the school and the students in attendance. Personal appearance and cleanliness should reflect a sensitivity and respect for others.

The atmosphere created by well-dressed students leads to an environment that is more conducive to learning. With this in mind, it is the hope of the administration and staff of our school that students will present themselves in attire, of which the community can be proud. The school administration will strictly enforce the following during the school day.

1. Any apparel, insignia, jewelry, accessory, make-up, notebook or other school supply item, or any manner of behavior that, by virtue of its color arrangement, trademark, or any other attribute which denotes membership or association with gangs, or displaying obscene, suggestive, or vulgar/offensive writing and/or symbols or apparel and items with tobacco or alcohol advertisement and/or symbols are not to be worn or used during the school day or at school functions.

2. Shoes must be worn at all times.

3. Headgear/attire of any type will not be worn in the building.

4. All undergarments are to be covered and not visible in any manner at all times.

NO SAGGING PANTS OR ATTIRE THAT DETRACTS OTHERS FROM LEARNING.

5. Apparel that exposes the mid-section or body below the armpits is not to be worn during the school day or at school functions.

6. Skirts, dresses, or shorts that do not extend beyond the fingertips fully extended are not to be worn during the school day or at school functions. (If leggings are worn underneath the rule regarding length of the skirt/dress is excused.)

7. No thin straps, strapless or one strapped items. (Straps must be at least two fingers in width.)

8. NO costumes, excessive make-up for holidays, etc., unless scheduled as a Student Council approved event.

The entire responsibility for controlling the standards of student dress and appearance beyond these rules now rests with the students and their parents/guardians. This school policy on dress allows the student a great deal of flexibility as to types and styles of dress. It is the sincere hope of the administration, faculty and staff that tasteful standards be adopted. HOWEVER, IF A STUDENT'S ATTIRE DETRACTS FROM THE LEARNING EXPERIENCE AND DOES NOT CONFORM TO THE STANDARDS OF HEALTH, CLEANLINESS, ¹⁶SAFETY AND DECENCY, OR LIMITS THEIR PARTICIPATION IN SCHOOL ACTIVITIES, MEASURES WILL BE TAKEN TO IMMEDIATELY CORRECT THE SITUATION OR THE STUDENT

WILL BE ISOLATED UNTIL A CHANGE OF CLOTHING CAN BE BROUGHT TO THEM. A STUDENT WHO CHOOSES TO NOT FOLLOW THE STATED RULES OR A STUDENT THAT DEFIES SCHOOL AUTHORITY WHEN ASKED TO CORRECT A CLOTHING SITUATION WILL BE GIVEN A DISCIPLINE REFERRAL AND DISCIPLINE PROCEDURES WILL BE FOLLOWED.

ELECTRONIC DEVICES

Students who possess personal electronic devices on campus will be solely responsible for device care. These devices shall be kept out of sight and powered off or silenced during classroom instruction. However, individual classroom teachers can determine appropriate uses of devices during classroom time. Teachers will manage initial or minor infractions through classroom expectations, which may include confiscation of device. Disciplinary action, as deemed by the building administrator, and/or confiscation of the personal electronic device may result in instances when minor infractions continue or device is used for illegal or unethical activities such as cheating on assignments or tests.

BEVERAGES & FOOD in SCHOOL BUILDINGS:

Under staff supervision, federally approved drinks and snacks will be allowed for student consumption. Drinks are limited to clear containers with spill proof lids. Drinks and snacks will not be stored in student lockers. Consumption of food and drinks in the classroom will be determined by the classroom teacher. Teachers will manage initial or minor infractions through classroom expectations. Continuing or major infractions may result in disciplinary action, as deemed by the building administrator.

FUNDRAISING ACTIVITIES: Each class, club, and organization is limited to two (2) fundraising activities per year. The activity first must have approval of the student members, then the faculty advisor. The advisor must fill out an Activities Form, which will require the Principal's approval. The fundraiser also needs to be listed on the school calendar.

SPONSORS: Activities promoted by an organization shall at all times be sponsored by a faculty member or members designated by the activities director or principal.

VISITORS IN SCHOOL

Because of the necessity for our students to stay on task and avoid unnecessary interruptions, visiting relatives and friends will not be allowed to attend classes. In most cases, such students cause a distraction for our students, who expected to concentrate on their studies. Teachers are expected to control their students and maintain a high level of academic expectations. Outside visitors upset the process and interrupt the learning environment. Therefore, the school will not allow such visitors.

HARASSMENT, INTIMIDATION AND BULLYING

Laramie County School District #2 enacts this policy to offer compliance with all expectations of the Safe School Climate Act (W.S 21-4-311 through 21-4-315). Harassment, intimidation or bullying of students by students, of students by staff, or of staff by students at any school or school sponsored or school operated activity is prohibited.

Harassment, intimidation or bullying means any intentional gesture, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an ¹⁷ intimidating, threatening or abusive educational environment for a student or group of students.

“Written” acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

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

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

All staff members have a responsibility to be familiar with, and abide by, the applicable laws of the state, the policies of the Board, and the regulations designed to implement them.

A substantiated charge of the prohibitions in this policy against an employee of the District shall subject such employee to disciplinary actions which may result but not be limited to verbal warnings, letters of reprimand, suspension or termination.

To the extent possible every student of this school district will have equal educational opportunities. Harassment, intimidation and Bullying will be seen by the Board as a form of denial of this equal educational opportunity. As such students are required to uphold the following expectations of this policy.

A student who engages in any act of bullying, harassment or intimidation is subject to appropriate disciplinary action including suspension, expulsion, and / or referral to law enforcement authorities. The severity and pattern, if any, of bullying, harassment, or intimidation behavior shall be taken into consideration when disciplinary decisions are made.

Counseling, corrective discipline, referral to law enforcement, proven best practice, and / or other administrative insight may be used to positively influence (or change if possible) the behavior of the perpetrator and remediate the impact on the victim. This may include, but is not limited to, appropriate intervention(s), restoration of a positive climate, student based programs, anti-bullying programs, mentor based initiatives, code of conduct initiatives, and support for victims and others impacted by the violation.

Students who witness, harassment, intimidation or bullying of another student shall report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint.

Students may anonymously report any harassment, intimidation or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation or bullying, the report shall be immediately given to the building principal who shall initiate an investigation or designate another staff member to investigate the complaint.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation.

If the person who conducts the investigation determines that a student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students. Decisions by the building principal may be appealed to the Superintendent.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion. When a student reports that he or she has been harassed, bullied or intimidated in violation of this policy, and the report is substantiated using the investigative procedures outlined in this policy, the principal shall schedule a meeting with the student, student's parent(s), the student's teacher(s), and any other appropriate staff members or any other individuals, as determined by the principal to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion. At the start of each school year, every teacher shall be required to review the district's harassment, intimidation and bullying policy with the student in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their responsibilities under this policy. Parents shall be provided with copies of this policy and its associated procedures.

The school district shall incorporate training and education on this policy in its professional development program and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

SEXUAL HARASSMENT: The district prohibits employees and students, sales representatives, vendors or visitors on school properties or at school activities, from sexually harassing Burns Jr/Sr High School students.

Four Points to Remember:

1. Harassment is prohibited against members of the same sex as well as against members of the opposite sex.
2. Persons may have the right to file a civil suit if actions of harassment/retaliation do not stop. If the actions involve a criminal activity, the victim could pursue criminal remedies.
3. Retaliation is prohibited. Retaliation can take different forms including threatening witnesses, physical attacks, or spreading rumors. Actions taken to punish the victim, reporting party, witnesses, or accused person from pursuing their rights are prohibited.
4. Respect people's rights of privacy and confidentiality. Do not unnecessarily talk about the case. Confidentiality cannot be guaranteed but all parties should respect one another's rights.

Distinctions between Sexual Harassment and Flirting

Flirting feels good. **Sexual harassment feels bad.**

Flirting makes me feel attractive. **Sexual harassment is degrading.**

Flirting is a compliment. **Sexual harassment makes me feel cheap.**

Flirting is two-way. **Sexual harassment is one-way.**

Flirting is positive. **Sexual harassment makes me feel helpless.**

Flirting – I like it. **Sexual harassment – I feel out of control.**

MEDICAL & HEALTH INFORMATION

All students are required to have a NEW STUDENT PROFILE SHEET, with signed Permission for Treatment and emergency contact information, on file in the school nurse's office by the first day of school each year. This form is necessary for routine care, health screenings, strep throat swabbing, and emergency first aid treatment.

IN AN EMERGENCY SITUATION, 911 WILL BE CALLED; EMERGENCY PERSONNEL WILL TRANSPORT STUDENTS TO CHEYENNE REGIONAL MEDICAL CENTER AT THE PARENTS OR GUARDIAN'S EXPENSE.

CONTAGIOUS DISEASE

In the case of contagious disease/positive strep culture/pink-eye, etc., the school nurse or other school personnel will notify the parent. The infected student will be isolated until sent home or picked up by a parent and/or denied bus privileges. The student will be excluded from school and school activities until proof of 24 hours of medical treatment or a Doctor's note, allowing the student back in school, is provided to the school nurse.

CRUTCHES & WHEELCHAIRS

Students needing to be on crutches or in wheelchairs may be dismissed from their classes a few minutes early to allow for easy passage in the halls. The crutches or wheelchair will serve as the hall pass in these cases.

HEALTH CONCERNS OR SPECIFIC NEEDS

Any student with specific health concerns and/or needs (i.e. asthma, allergies, heart, pregnancy, etc.), should keep the nurse and counselor informed, due to potential health related risks (particularly in PE, ART, & CHEMISTRY classes). Any student who has an inhaler needs to register prescription information with the school nurse at the beginning of the year. Students who need cough lozenges, eye-drops, or other similar type non-prescription items in the classroom for health reasons, should bring a note from parents to the nurse, and she will document the information on PowerSchool.

If a student with an inhaler chooses to self-carry, a form needs to be signed by a parent and doctor annually. (Forms are available in the office).

IMMUNIZATIONS

New students must have immunization records reviewed by the school nurse prior to their first day of attendance. If a student does not comply with state law on immunizations, he/she will be removed from attendance until compliance is met. A copy of IMMUNIZATION RECORDS is given to each graduating senior.

MEDICATIONS

Medications requiring a prescription will be dispensed upon receipt of the labeled bottle that includes: the student's name, physician's name, drug name, and administration directions, accompanied by a Medication Authorization Form or parental permission slip. These forms are available in the office or on the school website. LCSD#2 accepts no responsibility for adverse effects of any medication dispensed.

NON-ASPIRIN

Non-aspirin will be dispensed at a student's request only if the student has on file a current Student Profile giving written permission for same.

ONSET OF ILLNESS OR ACCIDENT IN SCHOOL

In the event a student develops symptoms of illness or is injured at school, the parent/guardian or designated emergency contact person will be notified immediately and if deemed advisable by the school, the named person will be requested to pick up the student from school. Under emergency conditions, the school may arrange for emergency transport to the closest emergency facility.

THROAT CULTURES

The strep throat program will be made available for all students with a signed Permission for Treatment form, found on the Student Profile Form given out at registration. The school nurse or trained school personnel will swab only those students who exhibit symptoms of streptococcal throat infection. Please be aware that cultures are sent to the Department of Health via the regular postal service causing a delay in receiving the results. The cost \$6.00.

ANNUAL VISION & HEALTH SCREENINGS WILL BE PROVIDED FOR ALL STUDENTS

NETWORK/INTERNET ACCEPTABLE USE

Laramie County School District #2 provides a telecommunications network accessible to all of its staff and eligible students as part of its overall goal of improving education. Responsible use of the network will enhance both educational and administrative activities.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-aged children. The Laramie County School District #2 Board views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the district supports those activities which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network will be under the teacher's direction and monitored as a regular instructional activity. Internet use is logged and randomly reviewed for inappropriate use. The School District applies content filtering to information accessed through the Internet to block material inappropriate for the school setting. The district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of Laramie School District #2.

General Policy and Guidelines

It is a general policy that Laramie District #2 School network facilities (referred to hereafter as "the network") are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Laramie School District #2 Schools. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

1. Acceptable uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions. As new technologies emerge, there will be applications that should be evaluated for their appropriate use in a school setting.
2. Unacceptable uses of the network include, but are not limited to:

Level I offenses:

- Intentionally wasting network resources. Users must be aware of the finite capacity of the network and must cooperate with the network management to

conserve resources and assure equitable access for all. The network has a finite amount of storage space and a limited amount of bandwidth to serve a growing number of users.

- Using the network for financial gain or for any commercial or illegal activity.
- Accessing or using chat rooms, social networking sites, personal web pages, internet weblog (blog) pages, Internet games, audio files, video files, instant messaging services, or personal e-mail accounts unless these activities are under the direct supervision of a teacher and related to the class curriculum.
- Revealing anyone's password or using another's password.

Level II offenses:

- Vandalizing computer, software, or network components, or installing unauthorized software. This includes but is not limited to, games, messaging, clients, e-mail clients, audio and video players or files, or any software that modifies the computer's current configurations.
- Using profanity, obscenity, or other language which may be offensive to another user; or accessing or sending offensive, threatening, or harassing messages or pictures using the district's network or computers.
- Attempting to access restricted sites, servers, files, databases, etc., or attempting to harm or destroy data of another user.
- Using a school computer to publish inappropriately (or inappropriate items) on the web.
- Other unethical use of the school's network system or to interfere with or disrupt network users, services or equipment as determined by the building IT Specialist.

Level III offenses:

- Interfering with the integrity of a network system.
- Interfering with the integrity of any e-mail system.
- Illegal activities that violate either State, Federal laws or District Policies.
- Intentional spreading of embedded messages or files, such as computer viruses.
- Copying commercial software in violation of copyright law or other copyright protected material.
- Using the Internet or network for plagiarism.

3. Classroom teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, and approved and intended use of network resources.
4. The school district accepts no responsibility for harm caused directly or indirectly by its network use. Users should never consider electronic communications to be completely private. The network managers take every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot always be considered secure on the network. The e-mail system, equipment, network, back-up files, and records are property of Laramie County School District 2. The contents of e-mail messages are not routinely monitored by the District. However, the District may monitor e-mail where required to prevent the continued use of e-mail messages for improper or illegal purposes or to meet externally imposed legal requirements. Routine maintenance of networking²² or computing systems may result in the existence or contents of e-mail being seen²² by network administrators.

CONDUCT: Burns Jr/Sr High School students are expected to represent themselves and their school in a proper manner at all times. Any type of inappropriate behavior occurring on school property, at any interscholastic competition, regardless of location, or at any school-sponsored activity will be dealt with accordingly.

LUNCHROOM CONDUCT: The noon meal provides both students and staff with a break from the daily routine. When students are in the cafeteria or commons area they are to be on their best behavior and will display proper eating habits, table manners, and other social graces associated with dining. If a student or students create any type of situation not conducive to a pleasant dining experience, they will be dealt with accordingly. Students are not to be in the halls of the high school building during the noon break unless requested to report for a meeting or conference with a teacher, and produce a written pass stating the same.

DUE TO FEDERAL GUIDELINES, SODA, ENERGY DRINKS, AND OTHER NON-APPROVED DRINK AND SNACK ITEMS WILL NOT BE ALLOWED 30 MINUTES BEFORE SCHOOL, DURING SCHOOL, AND FOR 30 MINUTES AFTER SCHOOL ITS IS AT THE DISCRETION OF EACH INDIVIDUAL CLASSROOM TO ALLOW FEDERALLY APPROVED SNACKS AND DRINKS WITHIN THEIR CLASSROOM.

CARE OF PUBLIC PROPERTY: School property and all other public property, belongs to the taxpayers, your parents. The money paid by your parents in taxes finances the maintenance of this property. This property should be protected and cared for by you in the same manner that you care for your own property and the property of your parents. Any willful destruction or damage done to school property will be repaired or replaced by the people involved.

DISMISSAL FROM CLASS: The student's attitude and conduct in a class have an important effect on the class and the student body as a whole. Should a student fail to meet the standards of conduct as required by the teacher and administration, the student may be suspended from the class. The student may be reinstated to the class only upon a conference between the principal, teacher, and the student. The student will receive a zero for each class period missed until properly reinstated in that class. A student's conduct and attitudes may warrant permanent removal from a class. If this is done, the student will not earn credit for the class.

HALLS: There are some occasions when it is necessary to pass in the halls when classes are in session. As a courtesy to your fellow students and teachers in the surrounding classes, there should be no excessive noise. Students must have an approved pass to be out of the classroom

PDA - PUBLIC DISPLAY OF AFFECTION: Conspicuous display of affection between students in halls, classrooms, on school grounds, or at functions, is not appropriate conduct and will not be permitted. It is up to the discretion of the supervising adult to decide what is and what is not acceptable for school-sponsored dances and activities.

INTERROGATIONS AND SEARCHES: A student's person and/or personal effects, such as a purse, book bag, backpack, etc., may be searched whenever a school authority has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. All lockers desks, storage and similar areas provided for student use on school premises are school property and remain at all times under the control of the school. Student use of such areas is subject to the right of school authorities to open or enter into the same and inspect the contents for any reason at any time without notice or student consent. Students are permitted to park on school property as a matter of privilege, not of right.

The school retains authority to conduct routine patrol of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student²³ vehicles may be inspected whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is in violation of the law or rules of the school. Such

patrols and inspections may be conducted without notice or student consent. This applies not only during school hours but any school activity as well, home or away.

ALCOHOL / TOBACCO / DRUG / SUBSTANCE ABUSE BY STUDENTS

The possession, distribution or use of alcoholic beverages, tobacco, drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, drugs, or substances. This policy shall apply to all students regardless of whether or not they are of legal age.

Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs, or other substances is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs, or other substances.

The reference herein to "other substance" is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting a substance for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing the consumer's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-Off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks", herbal incense, Salvia Divinorum, Salvinorum A, or any other substance, whether organic or non-organic, which substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer's judgment or motor skills, or use contrary to their lawful and intended purpose.

To help student who are identified as abusing alcohol/drugs/substances, District and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such District and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The District will develop programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances. The District will provide counseling services that will make it possible for students to seek and obtain counseling for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received.

STUDENT DISCIPLINE PROCEDURES

Category I Violations – Any extreme or severe behavior or activity, that is clearly detrimental to the education, welfare, safety or morals of the educational setting. This can include but is not limited to:

1. Continued willful disobedience or open defiance of the authority of school personnel.
2. Willful destruction or defacing of school property during the school year or any recess or vacation.
3. Any behavior which in the judgment of the Board of Trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language or habitually disruptive behavior (see JBA)
4. Torturing, tormenting or abusing a pupil or in any way mistreating a pupil, teacher, school employee or visitor with physical violence (see JBA).
5. Possession, use, transfer, carrying, selling, or threatening to use a weapon as defined in JFCJ while on the school campus or on any school bus or while in attendance at any school activity.
6. Any Category II Violation that is extreme or severe enough to be ²⁴clearly detrimental to the education, welfare, safety, or morals of the educational setting.

Category I Consequences – Each Category I violation will be grounds for suspension and may result in recommendation for expulsion, restitution and/or notification of Law Enforcement. These may be administered separately or in conjunction with each other. Specific guidelines for suspensions and expulsions are found in JFD.

Category II Violations – Any behavior or activity that is significant enough to interfere-with the education, welfare, safety or morals of the educational setting. This can include but is not limited to;

1. Causing or attempting to cause physical injury to self or others.
2. Fighting
3. Malicious verbal abuse, profanity and/or vulgar language toward students, school personnel or visitors, including bullying.
4. Major threats to students or staff.
5. Causing damage to school or private property.
6. Stealing or unauthorized possession of school or private property of value.
7. Possession or use of alcohol, drugs, tobacco, controlled substances, including drug paraphernalia. (See ADB)
8. Extortion or gambling.
9. Internet or electronic media/mail violations (including, but not limited to computers, cell phones, or other personal electronic devices).
10. Any other behavior, activity or action that is of a chronic or major concern.

Category II Consequences – All Category II Violations are to be reported to the principal of the school building. Each violation of student conduct will be judged individually, according to the specific circumstances and by the severity of the specific situation. Age, grade level and maturity are taken into consideration. Continued violations may invoke more serious consequences. Any violation of item #7 will result in an immediate suspension with required counseling. Tobacco Violations require mandatory successful completion of a tobacco education class (to be determined by the principal or trained instructor).

Minor Violations – Minor violations include student behavior, activities or actions that are not consistent with good student conduct, behavior or rules as established by the classroom, bus, activity, sport, school or school district.

Consequences for Minor Violations – The administration, teachers, staff and student(s) will handle Minor Violations of student conduct at the point of contact. Each violation of student conduct will be judged individually, according to the specific circumstances and by the severity of the specific situation. Age, grade level and maturity are taken into consideration. Continued violations may be considered a Category II violation.

ISS/IN SCHOOL SUSPENSION: Unless otherwise stated by the Principal all IN SCHOOL SUSPENSIONS will be served in the designated area. Assignments given to students are to be completed and turned into classroom teachers. One-half credit will be given for assignments done by students in ISS. Due date for the completed assignments will be up to the individual teacher's discretion and stated in their classroom rules.

OSS/OUT OF SCHOOL SUSPENSION: Students assigned OSS for discipline reasons are not to be on school grounds anytime during the OSS, this includes all activities. Students in OSS are expected to complete all assignments and make up any computer/lab or gym time requested by the teacher. Assignments will be provided by the classroom teacher as soon as possible. Credit will be given at the discretion of teachers.

POSSESSION OR USE OF WEAPONS

Section 1 Definitions

- a) Items in the following categories are defined as weapons:

- i. Type 1: A deadly weapon which means, but is not limited to, a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury. (W.S. 6-1-104 (a) (iv))
 - ii. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. (Examples are chains, clubs, etc.)
 - iii. Type 3: Article designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. (Examples are belts, pencils, pocket knives, files, scissors, compasses, lighters, etc.)
- b) "Possession" means having a weapon actually in a student's personal possession or in their desk, locker, or vehicle.
 - c) "Use" means threatening to or actually inflicting injury on another person
 - d) with a weapon.
 - e) "Campus" means within 1000 feet of the boundaries of real property used by the school district primarily for the education of students in grades kindergarten through twelve.

Section 2. Possession or Use of Weapons

- a) "Possession" of a Type 1 or Type 2 weapon on campus (including motor vehicles), or at a school activity, or within any school bus or at a bus stop is prohibited.
- b) "Use" of any type of weapon on campus, or at a school activity, within any school bus or at a bus stop is prohibited at all times.
- c) An exception may be made when a weapon may be brought on to campus for instructional purposes, but only with the previous knowledge and explicit approval of the school principal.

Section 3. Discipline Procedures

See JFC, Student Discipline Procedures and JFD, Suspension or Expulsion of Students.

Section 4. Transfer Students

Any student from another school district who has been expelled for a weapon violation will not be accepted as an out-of-district student in LCSD #2.

Section 5. Notification to District Attorney

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

SUSPENSION OR EXPULSION OF STUDENTS

Any student who moves into the district and who has been suspended or expelled from a previous district, will complete the suspension or expulsion from the prior school before enrollment in Laramie County School District #2. Any student from another school district who has been expelled will not be accepted as an out-of-district student in Laramie County School District #2. The Board of Trustees delegates to each principal the right to suspend a student for not more than ten (10) school days for reasons expressed in policy and procedures. The Superintendent may extend the suspension beyond 10 days. Only the Board may expel a student unless otherwise expressly provided for in Board policy. The Superintendent and Board shall be notified of all out-of-school suspensions and cases that warrant expulsion consideration.

A. PRINCIPAL LEVEL SUSPENSION PROCEDURES

- a. The principal will suspend for up through ten (10) days any student with any Category I suspensions and other violations deemed appropriate for suspension by the principal. (see JFC) The principal will also notify Law Enforcement authorities of a weapons violation or any other violation, if deemed appropriate.
- b. Prior to suspending a student from school, the principal shall inform the student of the reasons for the suspension and the evidence against him and shall give the student a chance to present his version of the charges against him and to present evidence in his behalf.
- c. If the student's behavior endangers persons or property or threatens to disrupt the educational program, the student may be suspended immediately. The student will then be given a chance to be heard as soon thereafter as practical, not later than seventy-two (72) hours after the suspension, not counting Saturdays and Sundays.
- d. Oral notice will be given immediately, if possible, and written notice sent within twenty-four (24) hours to the student's parents or guardian stating the reason for the suspension or contemplated expulsion.
- e. The principal will immediately notify the Superintendent of any out of school suspensions.

B. SUPERINTENDENT AND BOARD LEVEL SUSPENSION AND/OR EXPULSION PROCEDURES

- a. If Law Enforcement is conducting an investigation, the student will not return to school until the investigation is complete and the Superintendent has made a final determination regarding discipline.
- b. The Superintendent may recommend further suspension or expulsion for up through one (1) year.
- c. No student may be suspended for more than ten (10) school days or expelled without an opportunity for a hearing, if requested. The hearing shall be held in accordance with the procedures set forth in Guideline BEE.
- d. The student and parents/guardian may waive the requirement for an expulsion hearing by requesting an Agreement for Disposition of Expulsion Proceeding. The Superintendent may negotiate to modify the suspension or expulsion on a case-by-case basis. If there is no negotiation agreement, and the student is found to be in violation in a disciplinary hearing before the Board of Trustees, an expulsion for a full calendar year shall occur.
- e. Special Circumstances: In the case of a special education student where it has been determined by the IEP team through a manifestation determination that the action was related to the disability, the IEP team shall determine an off-campus alternative educational placement for the student beyond any ten (10) day suspension. For such a student, a suspension will not exceed 45 days without the consent of the parents. IEP services will continue to be provided for any suspensions beyond ten (10) days.

Suspension or expulsion from school shall not be imposed as an additional punishment for offenses punishable under the laws of the State, except where the offense was committed at a school or school function or is of such a nature that continuation in school would be detrimental to the welfare, safety or morals of others.

C. AGREEMENT FOR DISPOSITION OF EXPULSION PROCEEDING

An agreement between the student, parent/guardian, and the administration of Laramie County School District No. 2 will contain joint recommendations for a resolution of a recommendation for expulsion from school.

1. The agreement will state the reasons and disposition of the case prior to the recommendation for expulsion.
2. The agreement will state the recommendation for a resolution of ²⁷ the matter.
3. The agreement will state the conditions that need to be fulfilled for a resolution of the matter.

4. The agreement will state that the Board is under no obligation to accept the agreement.
5. The agreement will contain a signed statement by the parent/guardian requesting the Board accept this agreement and waive the right to an expulsion hearing.
6. The agreement will be signed by the student, parent/guardian, principal and superintendent.
7. The agreement will contain a date of acceptance signed by the board chairman.

ACTIVITY REGULATIONS: Any school organization (including classes, Student Council, NHS, FCCLA, FFA, FBLA, FCA, Band, etc.) wishing to schedule any party, dance, fund-raising project, or recreational function must First have the majority vote of its membership. Secondly it must have the approval of the organization’s sponsors. Third approval must be obtained from the Student Council. FINALLY, the event must be cleared through the Principal. Only after these procedures have been followed, may a school event of any kind be cleared for scheduling on the activity calendar.

ELIGIBILITY FOR EXTRA CURRICULAR PROGRAMS

Participation: It is a privilege and not a right for students enrolled in the school district to participate in the districts’ extracurricular activities. Participation in such activities may be limited or conditioned upon compliance with school district policies, rules and regulations and/or separate codes of conduct. Such privileges may also be conditioned upon attendance at school and maintaining satisfactory grades.

Eligibility Requirements: Each student must meet the eligibility requirements of the Board of Trustees and the WHSAA rules and regulations to be eligible to participate in school and extra-curricular activities. School activities are any activity in which the student is a participant, is sponsored by the WHSAA, and/or is considered to be extra-curricular (not and extension of the regular classroom). Local, noncompetitive extensions of classroom curriculum and awards programs are exempt from these regulations.

- 1) **All students in LCSD#2 must be eligible in order to participate in activities.**
- 2) **The eligibility “cut off” is 69%. If a student has a 69% (or lower) average in any class, they are now mandated to attend “Friday School” to correct this deficiency.**
- 3) **An initial eligibility list will be run at 10:00 am on Tuesday of each week. Students will be notified of their ineligibility.**
- 4) **In order to give students the opportunity to participate during each week, they have until Thursday afternoon to correct their deficiency and therefore will be taken off of the list for Friday School and automatically become eligible to participate.**
- 5) **They must still attend Friday School if they have NOT corrected their grade deficiency by Thursday, however they can still participate if the deficiency has been corrected during Friday School.**
- 6) **“Friday School” will be held from 8:00 am until 10:00 am.**

Students who are ineligible may continue to participate in extra-curricular activities, but must be allowed release time from practices to fulfill their obligation to seek extra help from their instructors.

Students declared ineligible may attend practices but not compete in games, matches, or activities until they are eligible. Ineligible students may not travel with the group unless approved by the principal and it is after school hours. **The eligibility status on any of the above deficiency or deficiencies shall be for a minimum of one week. The period of ineligibility shall be Tuesday through Monday night each week.**

Students who are removed from class *by the principal* for disciplinary²⁸ reasons and/or are suspended from school will not be allowed to practice or participate in any activity during the days on which they are removed from the class or in suspension.

Students are not eligible to participate in any activity if they have been absent from school the day of the activity. Absent shall mean an absence that has not been approved by the principal. To be counted in attendance students must be in school by the first period following lunch or one (1) period prior to bus departure for away contests, whichever is earlier

National Honor Society

Selection into National Honor Society is contingent upon scholarship, leadership, character, and service and will be determined by review of these characteristics by a Faculty Council of no less than five (5) including the principal. The first criteria is academic excellence as determined by cumulative grade point average; next, students are asked to attend a meeting at which the Student Activity Information Form is reviewed and a deadline is set for handing in that information. This information is then reviewed by the Faculty Council along with any verifiable information about each candidate's activities. Those candidates receiving a majority vote of the Faculty Council will then be inducted into the school's chapter of NHS. Second semester sophomores, juniors and seniors are eligible for selection.

Suspension Policies:

Participants in any junior high or high school student activity sponsored by Laramie County School District No. 2 will be suspended from that activity for ten (10) school days or two (2) contests, whichever is longer, for drinking or possession of alcoholic beverages, convicted of "minor in possession of alcoholic beverages," use of illicit drugs, or possession or use of tobacco or convicted of any criminal charge or determined to be a delinquent child under any circumstances which are indicative of behavior not representative of a good citizen. The suspension will begin the day a school official (coach, sponsor, director, or principal) is notified of the violation and the violation is verified. If participants wish to continue with the activity after the suspension ends, they must continue to participate in any practices during their suspension. A second violation will result in dismissal from all extracurricular activities for a full calendar year (including week-ends and vacations). A third violation will result in dismissal from all extra-curricular activities for the remainder of the student's high school years.

When students are suspended from activities, they shall notify their parent/guardian in the presence of the sponsor, coach, director or principal of the violation and the action taken.

Violations of these suspension policies should be reported to the sponsor, coach, director or principal. The accuser must be willing to be identified and testify before the accused. Due process procedure will be utilized.

The above suspension policies must be followed as stated. Other suspension rules such as attendance at practice, curfew, etc. may be established by the individual sponsor, coach or director. All additional rules must be approved by the principal.

PHYSICALS: Junior/Senior High athletes are required to be on file before an athlete is allowed to begin practice.

SPORTSMANSHIP AT ATHLETIC EVENTS: Fair play, courtesy, generosity, self-control, and respect for the opposing team or school shall not be sacrificed in the desire to win. Basic to this is the duty of the host school at any athletic contest to take every possible measure to assure courteous, friendly and fair treatment to visiting players, school officials, fans and game officials. This is the basic tenet of the programs in LCSD #2 and shall be sought above all else. Spectators and athletes who do not cooperate may be asked to leave and future attendance may be restricted.