

BURNS JR/SR HIGH SCHOOL

“HOME OF THE BRONCS”

Student Handbook
2021-2022



PRINCIPAL

Bobby Dishman

524 East 4th St.
Burns, WY 82053
laramie2.org

School Office:	307-245-4100
District Office:	307-245-4050
School Nurse:	307-245-4160
Transportation Office:	307-245-4170
Bus Dispatch:	307-245-4172

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!

WELCOME

This 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 Laramie County School District No. 2 (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.

All policies referenced in this handbook can be viewed in their entirety on the district website at laramie2.org

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

The mascot of Burns Jr/Sr High School is the bucking bronc, 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.

TABLE OF CONTENTS

Mission/Vision Statements _____	2	- Food and Beverages _____	12
- Notifications _____	2	- Food and Beverages in School Buildings _____	12
Discipline Matrix _____	3	- Meal & Unpaid Meal Account Policy _____	13
- Attendance _____	3	- Menus _____	13
- Rule Violations _____	3	- Open/Closed Campus _____	13
- School/Bus Behaviors _____	4	- Special Diets _____	13
- Major Infractions _____	5	- Grading _____	13
Content _____	7	- Graduation Requirements _____	13
- Academic Instruction _____	7	· Jr High Requirements _____	14
- Activities & Sports _____	7	· Hathaway Scholarship _____	14
· Eligibility _____	7	· Honor Roll _____	14
· Sports Physicals _____	7	· National Honor Society _____	14
· Sportsmanship _____	7	· Performance Testing _____	14
- Attendance Policy _____	7	· Report Cards/Progress Reports _____	14
· Excused Absence _____	7	- Lost or Stolen Items _____	14
· Unexcused Absence _____	7	- Medical & Health Information _____	15
· Excessive Absenteeism _____	7	- School Pictures _____	15
· Release of Students _____	7	- Students in Transition _____	15
· Tardiness _____	8	- Student Records & Transcripts _____	15
- Attire and Grooming _____	8	- Student Vehicle Registration & Use _____	16
- Authority _____	8	- Transportation _____	16
- College/AP Classes _____	8	- Visitors in School _____	16
- Computer Assisted Instruction – Internet Safety _____	8	Disclosures and Notifications _____	17
- Conduct _____	10		
· Care of Public Property _____	10		
· Drug/Alcohol/Tobacco-Free Schools _____	10		
· Halls _____	10		
· Harassment, Intimidation and Bullying _____	10		
· Interviews and Searches _____	10		
· Public Display of Affection (PDA) _____	11		
· Possession or Use of Weapons _____	11		
· Sexual Harassment _____	11		
- Counselor _____	11		
- Dances/Prom _____	11		
- Dues and Fees _____	12		
- Electronic Devices _____	12		
· Cell Phone Procedures _____	12		

MISSION/VISION STATEMENTS

District Vision

Laramie County School District #2 will be the premier college and/or career readiness center in the state of Wyoming!

District Mission Statement

In partnership with parents and community, we will provide a safe environment where students' essential knowledge, skills, and attitudes will ensure success in their changing world.

Burns Jr/Sr High Mission Statement

Burns Jr/Sr High School exists to inspire, empower and educate all students to high levels of learning.

NOTIFICATIONS:

Notification that school has been cancelled, will start late, or close early, will be made on the district website, through School Messenger, and by other means at the discretion of the Principal. School Cancellations or Late Start decisions will be made by 6:00 AM or as soon as possible. **To promote student safety, parents must provide emergency contact information to the school office.**

Reference LCSD#2 Board Policy EBCE

DISCIPLINE MATRIX

The discipline matrix below serves as a foundation for addressing disciplinary issues at Laramie County School District No. 2 by teachers and administration after classroom management strategies are applied. Administration reserves the right to adjust consequences as necessary, because not every situation falls under this matrix.

Attendance						
Behavior idea	Success Criteria	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
Tardiness	Students are expected to be in their classroom when the tardy bell rings. Tardies are calculated by class period, not on entire schedule	Verbal Warning	Verbal Warning	Verbal Warning Student and Teacher Parent Contact	Student and Admin Parent Contact Detention 2-3 days or Friday Detention Attendance Contract	LCSD#2 Board Policy JE
Truancy/ Unexcused Absence	Students are expected to report to classes as scheduled unless the student's school is notified by Parent with a valid reason - Truancy is defined as an absence from school without reason	Student and Admin Parent Contact Detention 2-3 Days or Friday Detention	Student and Admin Parent Contact Detention 5 days or 2 Friday Detentions	Student and Admin Parent Contact Attendance Contract ISS 1-3 days	Student and Admin Parent Contact ISS 3-5 days	LCSD#2 Board Policy JE
Skipping Class/Walk-Out	Students are expected to report to classes as scheduled - Leaving class, or not attending, for any period of time without teacher approval falls in this category	Verbal Warning	Student and Admin Parent Contact Detention 2-3 Days or Friday Detention	Student and Admin Parent Contact Detention 5 days or 2 Friday Detentions	Student and Admin Parent Contact Attendance Contract ISS 1-3 days	
Rule Violations						
Behavior idea	Success Criteria	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
Dress Code Violation	Adherence to the dress code as stated in the student handbook	Change or cover up	Change or cover up	Student and Teacher Parent Contacts Change or cover up Detention 1 day or 30 min. Friday Detention	Student and Admin Parent Contact Change or cover up Detention 2-3 days or Friday Detention	
Detention – Unservd	Students are expected to serve any detention that is assigned to them	Student and Admin Parent Contact Friday Detention	Student and Admin Parent Contact 2 Friday Detentions	Student and Admin Parent Contact ISS 1-2 days	Student and Admin Parent Contact ISS 1-2 days	
Unservd Friday Detention	Students are expected to serve any Friday detention that is assigned to them	Student and Admin Parent Contact 2 Friday Detentions	Student and Admin Parent Contact ISS 1-2 days	Student and Admin Parent Contact ISS 3-5 days	Student and Admin Parent Contact ISS 3-5 days	
Academic Dishonesty/ Plagiarism	Students are expected to do the work that they are assigned	Student and Teacher Parent Contact Detention 2-3 days or Friday School Re-do assignment	Student and Teacher Parent Contact Detention 3-5 days or Friday School Re-do assignment	Student and Admin Parent Contact Re-do assignment	Student and Admin Parent Contact ISS 3-5 days Re-do assignment	
Misuse of Cell Phone/Personal Device	Causes disruption to learning environment, fails to adhere to device procedures	Verbal warning	Phone taken away for class period	Phone taken to office, student picks up at the end of the day	Phone taken to office, parent must pick up at the end of the day	LCS#2 Cell Phone Procedures, Board Policy IJNDA

Behavior idea	Success Criteria	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
Misuse of Social Media	Students are expected to use social media with respect and integrity	Minor infractions teacher contacts parent. Depending on severity go higher level.	Admin/teacher parent contact. Participate and pass appropriate social media usage class.	Admin contact Parent and pending investigation, may contact Supt, and Law enforcement. Consequences may include suspension or expulsion, and / or referral to law enforcement authorities, loss of Technology/privileges from student. Students may be provided age appropriate information in relation to prevention misuses of media.	Admin contact Parent and pending investigation, may contact Supt, and Law enforcement. Consequences may include suspension or expulsion, and / or referral to law enforcement authorities, loss of Technology/privileges from student. Students may be provided age appropriate information in relation to prevention misuses of media.	LCS#2 Cell Phone Procedures, Board Policy IJNDA
Stealing	Students are expected to refrain from taking anything that does not belong to them - Theft of any property of the district, staff or other students	Admin Parent Contact Detention 2-3 days or Friday School	Admin Parent Contact Detention 3-5 days Friday School or ISS	Admin Parent Contact ISS 3-5 days Police Contact	Admin Parent Contact 1-3 Days OSS Police Contact	LCS#2 Board Policy JFC
School / Bus Behaviors						
Behavior idea	Misbehavior Criteria	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
Disruptive (Unruly) Behavior/ Classroom Disruption	Any behavior that directly detracts from learning.	Student and Teacher Parent Contact Detention 2-3 days or Friday detention	Student and Teacher Parent Contact Friday Detention or Service (ex. tasks assigned by teacher)	Student and Admin Parent Contact ISS 1- 2 days	Student and Admin Parent Contact ISS 3-5 days	
Defiance/ Insubordination	Direct disobedience of a staff member regarding school rules	Student and Teacher Parent Contact Detention 2-3 days or Friday detention	Student and Teacher Parent Contact Friday Detention or Service (ex. tasks assigned by teacher)	Student and Admin Parent Contact ISS 1-2 days	Student and Admin Parent Contact ISS 3-5 days or OSS 1-2 days	
Profanity	Use of profane language in the educational setting or activity	Student and Teacher Parent Contact Detention 1 day	Student and Teacher Parent Contact Detention 2-3 days or Friday School	Student and Admin Parent Contact Detention 2-3 days or Friday School	Student and Admin Parent Contact Detention 3-5 days or Friday School	
Profanity - directed toward another individual	Use of profane language toward another individual	Student and Admin Parent Contact ISS 1-5 days	Student and Admin Parent Contact ISS 1-5 days	Student and Admin Parent Contact OSS 1-10 days	Student and Admin Parent Contact OSS 1-10 days	
Profanity - directed toward a staff member	Profane language that is directed toward a member of the Districts' staff	Student and Admin Parent Contact OSS 1-10 days	Student and Admin Parent Contact OSS 1-10 days	Student and Admin Parent Contact OSS 1-10 days	Student and Admin Parent Contact OSS 1-10 days	
Misbehavior for a substitute - same day as infraction	Behaviors resulting in a substitute sending student to office	Student and Admin Parent Contact In office for remainder of class period	Student and Admin Parent Contact 2-3 days detention or Friday School	Student and Admin Parent Contact ISS 1-2 days	Student and Admin Parent Contact ISS 3-5 days	
Misbehavior for a substitute - upon teacher's return	Behaviors resulting in a substitute referral/note	Verbal Warning Review of Expectations Service (ex. tasks assigned by teacher)	Student and Teacher Parent Contact 1-2 days Detention or Service (ex. tasks assigned by teacher)	Student and Admin Parent Contact ISS 1-2 days	Student and Admin Parent Contact ISS 3-5 days	
Refusal to work	Students are expected to work on class work during assigned times	Student and Teacher Parent Contact Verbal Warning / Documented	Student and Teacher Parent Contact 1-2 days Detention	Student and Admin Parent Contact 2-3 days detention or Friday School	Student and Admin Parent Contact ISS 1-2 days	

Major Infractions						
Behavior idea	Misbehavior Criteria	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
Drugs, Alcohol	Distribution, Possession and/or under the influence	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension, or education to increase awareness of the dangers in the use/abuse of drugs and alcohol.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	LCSD#2 Board Policies ADB, JICG/JICH, JFC, JFD, JIH
Tobacco Products/ Vaping	Distribution, Use, or Possession	Admin may contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension, or education to increase awareness of the dangers in the use/abuse of tobacco and vaping.	Admin may contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include removal from class, school or activity and possible suspension or expulsion.	LCS#2 Board Policies ADB, JICG/JICH, JFC, JFD, JIH
Bullying	Bullying is when someone is humiliated, made fun of, or abused over time by their peers. It's not just getting in an argument or even someone calling someone else bad names. It's not just a single incident, but an ongoing campaign against a person	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of bullying.	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of bullying.	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of bullying.	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of bullying.	LCS#2 Board Policies JFC, JFD, JICFA
Harassment	Harassment based on Race, Ethnicity, Gender, Sexual Orientation, Disability, or Religion Against Members of the School Community	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	LCS#2 Board Policies JFC, JFD, JICFA
Fighting	A physical altercation occurring between two or more students	Student and Admin Parent Contact 1-3 days ISS	Student and Admin Parent Contact 1-3 days OSS	Student and Admin Parent Contact 3-5 days OSS Contact Law Enforcement	Student and Admin Parent Contact 5-10 days OSS Contact Law Enforcement	LCS#2 Board Policies JFC, JFD

Behavior idea	Misbehavior Criteria	Initial Infraction	Second Infraction	Third Infraction	Fourth & Subsequent Infractions	References
Weapons	Possession, use, transfer, carrying, selling, or threatening to use a weapon while on the school campus, school bus, or at a school activity	Admin contact Parent and will contact Supt, and Law enforcement consequences pending investigation. Possible suspension or expulsion.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Possible suspension or expulsion.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Possible suspension or expulsion.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Possible suspension or expulsion.	LCS#2 Board Policies JFC, JFD, JIH, JFCJ
Sexually-Based Behaviors	Consensual Sexual Activity or Sexual Harassment - Sexual harassment is unwelcome behavior of a sexual nature, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	LCS#2 Board Policies ACB, JFC, JFD
Vandalism	The willful destruction or damaging of property in a manner that defaces, mars, or otherwise adds a physical blemish that diminishes the property's value	Admin contact Parent and may contact Supt, and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	Admin contact Supt, Parent and Law enforcement consequences pending investigation. Consequences may include expulsion, and / or referral to law enforcement authorities. Students may be provided age appropriate information in relation to prevention of harassment.	LCS#2 Board Policies JFC, JFD

* Students can serve detention during Friday School in a designated location.

CONTENT

ACADEMIC INSTRUCTION

The Laramie County School District #2 curriculum, based on the Wyoming state standards, shall be the regular courses of study approved by the Board of Trustees and administered through the office of the Curriculum Director.

The Board of Trustees believes that the coordination and continuity of standards/curriculum planning is a vital part of the educative program for the District. The Board of Trustees establishes a Curriculum Coordinating Council (CCC) and grants it the authority to make recommendations to the Board regarding curriculum, instruction, assessment, and student learning.

Reference LCSD#2 Board Policy IG, IG-R, IGAB

ACTIVITY & SPORTS

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: Each student must meet the eligibility requirements of the LCSD#2 Board of Trustees and the Wyoming High School Activities Association (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 an extension of the regular classroom). Local, noncompetitive extensions of classroom curriculum and awards programs are exempt from these regulations. Refer to the Extra & Co-Curricular Activity Handbook for further information.

SPORTS PHYSICALS: Junior/Senior High athletes are required to have a current physical on file before an athlete is allowed to begin practice. Per WHSAA rules, all physicals dated after May 1st are good for the next school year.

SPORTSMANSHIP: 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.

Reference LCSD#2 Policies JJ, IGD, IHAR, Extra & Co-Curricular Activity Handbook

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 deciding 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.

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. 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. It is the student's responsibility to find out what was he/she missed or will be missing when absent.

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. 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.

EXCESSIVE ABSENTEEISM: Students that are continually absent from school may lack the academic experience necessary for meeting the learning requirements.

RELEASE OF STUDENTS: No student is to be taken from school by anyone except 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 will 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.

TARDINESS: Any student who is not in class by the final bell, signifying the start of class, shall be tardy unless the student is excused by another teacher or administrator.

ATTIRE AND GROOMING

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. All undergarments are to be covered and not visible in any manner at all times.
NO SAGGING PANTS OR ATTIRE THAT DISTRACTS OTHERS FROM LEARNING.
4. Apparel that exposes the mid-section or body below the armpits is not to be worn during the school day or at school functions.
5. 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.)
6. No thin straps, strapless or one strapped items. (Straps must be at least two fingers in width.)
7. 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, safety 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.

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.

COLLEGE/ADVANCED PLACEMENT (AP) CLASSES

AP/Concurrent/College Correspondence and/or College Classes will count toward a student's GPA. Both parent and student MUST SIGN their consent before the class is taken. This signature indicates that they understand the potential consequences of their decision. Advance Placement, Concurrent, and Dual classes will be counted on a 5 point scale in computing Hathaway GPA. An A will be worth 5 points, a B 4 points, a C 3 points, a D 2 points and an F 0 points. Any dual 3-credit class will be equivalent to a full high school credit. Any dual class with less than 3 credits will be equivalent to .5 high school credit.

Reference LCSD#2 Board Policy IKA

COMPUTER ASSISTED INSTRUCTION - INTERNET SAFETY

It is the policy of this school district that, to the extent reasonably possible, the staff and students will be encouraged and permitted to utilize the computer network provided by the school district for the purpose of facilitating learning and providing the best educational experience possible for its students. In this regard, the school district has made available to students and staff, electronic mail and the internet. To gain access to e-mail and the internet, all students under the age of eighteen (18) must obtain parental permission and sign and return a parental permission form to the school district. Students eighteen (18) and over may sign their own forms.

It is possible for students to access inappropriate material and otherwise misuse the system. It is the intent of the school district that Internet access should only be used to further the educational goals and objectives set out for each student. It is the policy of this school district to try to educate our students using modern technology which the students will need to be familiar with in order to be successful in their subsequent careers. However, in order to utilize this modern technology, it will ultimately be the responsibility of parents and guardians of minors to set and convey standards to their children which they will follow while utilizing this technology. To that end, the school district will support and respect each family's right to decide whether or not to apply for access.

DISTRICT INTERNET AND E-MAIL RULES: Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communicating on the network is often public in nature. General school rules for behavior and communications apply. Internet filters shall be used to block access to obscenity, child pornography, and materials harmful to minors. Disciplinary action shall be taken against any student who tampers with the filters. The filters may only be disabled for bona fide research or other lawful purposes, and may only be disabled by the internet coordinator or other faculty member or administrator.

INTERNET SAFETY TRAINING: In compliance with the Children’s Internet Protection Act, each year all district students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals using the network. Cloud and Network storage areas are not to be considered private or personal property of students or staff. They are learning areas subject to review by administrators and teaching staff. Any files and communications may be reviewed by the administration or staff to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on District servers or the cloud will be private. While school teachers of younger students will generally guide them toward appropriate materials, older students and students utilizing the system outside of regular school hours will need to be directed by families in the same manner they direct their children’s use of television, telephones, movies, radio, and other potentially offensive media.

The following conduct and utilization of the Internet by students and staff are NOT permitted.

1. Sending or displaying offensive messages or pictures,
2. Using abusive, objectionable or obscene language,
3. Searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information for any non-instructional or non-educational purpose,
4. Harassing, insulting or attacking others,
5. Damaging computers, computer systems, or computer networks,
6. Violating copyright laws or otherwise using the network for any illegal purpose,
7. User shall not use or attempt to discover another user’s password nor shall user use or let others use another person’s name, address, passwords, or files for any reason, except as may be necessary for legitimate communication purposes and with permission of the other person,
8. Trespassing in another’s folders, work or files,
9. Intentionally wasting limited resources,
10. Employing the network for commercial purposes,
11. Otherwise accessing forums or “chat rooms” devoid of educational purpose;
12. User shall not tamper with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff
13. User shall not write, produce, generate copy, propagate or attempt to introduce any computer code designated to self-replicate, damage or otherwise hinder the performance of any computer’s memory, file system or software.
14. Student using school district computers and/or accessing school district web pages, or using the internet service provided by the school district, shall not engage in hacking and shall not access unauthorized sites or participate in any other unlawful activities on line.
15. Disclose, use or disseminate personal identification information regarding students.

SUPERVISION AND MONITORING: It shall be the responsibility of all district employees to supervise and monitor usage of the online computer network and access to the internet in accordance with this policy and the Children’s Internet Protection Act.

PENALTY: Violations will result in a loss of access as well as other disciplinary or legal action. The first offense will generally result in a warning and loss of computer privileges/internet access until a parent conference can be held, and further loss of privilege for such time as is determined by the administration. A second offense or a first offense of a flagrant nature, such as using the system for illegal behavior or intentionally damaging school district hardware or software, may result in removal from a class, termination of computer/network privileges, or recommendations for suspension and/or expulsion.

Reference LCSD#2 Board Policy IJNDA

CONDUCT

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.

CARE OF PUBLIC PROPERTY: Students that vandalize school property are financially responsible for all damages.

DRUG/ALCOHOL/TOBACCO-FREE SCHOOLS: The possession, distribution or use of alcoholic beverages, tobacco (defined to include electronic cigarettes), 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. Compliance with all regulations of the Drug-Free School Act, and all Wyoming State laws and local ordinances, shall be mandatory.

- 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 or whose immediate prior use 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, in haling, 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 in such a way as to be contrary to their intended use or purpose.

To help students 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.

Reference LCSD#2 Board Polices ADB and JICG/JICH

HALLS: There are some occasions when it is necessary to pass in the halls when classes are in session. As a courtesy to 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.

HARASSMENT, INTIMIDATION AND BULLYING: 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, 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 intimidating, threatening or abusive educational environment for a student or group of students.

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

Reference LCSD#2 Board Policy JICFA

INTERVIEWS AND SEARCHES: Books, lockers, desks and all other storage facilities, equipment and/or other materials provided by the school remain school property even though utilized by students. The school retains the right to check, inspect or search these materials, facilities or property at any time to verify their condition, orderliness, cleanliness, and/or content.

Interviews of students by school personnel and searches of their property may occur on school grounds whenever it is determined by school authorities that there is a reasonable suspicion for the interview or search. When there is reason to believe that narcotics, contraband, illegal and/or prohibited items are on a student's person, the superintendent, principal and/or an assistant or designee may authorize a search of the student's outer clothing, bag, purse, jacket, etc. for the purpose of removing such items. Search of a student's vehicle while located on school premises will be conducted only if there is reasonable suspicion to believe that a breach of rules or a crime is being committed by the student.

Reference LCSD#2 Board Policy JIH

PUBLIC DISPLAY OF AFFECTION (PDA): 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.

POSSESSION OR USE OF WEAPONS: Possession of a Type 1 or a Type 2 weapon on campus, or at a school activity, or within any school bus is prohibited.

- **Type 1:** Deadly weapon 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))
- **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.)

Reference LCSD#2 Board Policy JFCJ

SEXUAL HARASSMENT: All students and employees must be able to learn and work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. It shall be a violation of this policy for any student or employee of the school district to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, touching or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence which is a physical act of aggression that includes sexual act or sexual purpose.

Reference LCSD#2 Board Policy ACB

COUNSELOR

A school counselor is available to provide counseling services. Please call the office if you have any questions or need an appointment.

DANCES/PROM

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 students. Junior High dances are for 7th-8th grade students.

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.

All out of district/building dates must be pre-approved.

DUES & FEES

Schools in LCSD#2 shall not assess instructional fees. Books will be provided on a loan basis; no rental fees will be assessed for textbooks and workbooks used in the classroom or for reference. Students will be assessed fines for late return, lost, damaged, or defaced books, including library books, materials or equipment. All credits, report cards, and grades will be upheld until dues or fees are paid.

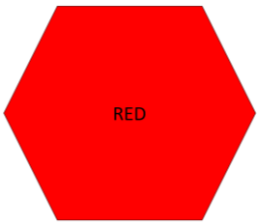
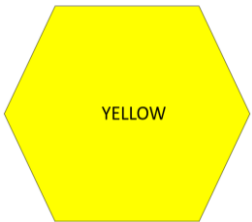
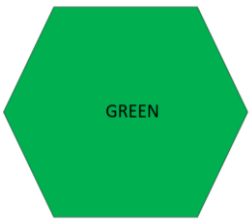
Reference LCSD#2 Board Policy JQ

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. Students will be allowed to use electronic devices during passing periods and lunch.

CELL PHONE PROCEDURES:

All classrooms have color coded signs as follows:

	<p>NO DEVICE USAGE DEVICES TURNED OFF AND NOT ON YOUR BODY</p> <ul style="list-style-type: none"> • Backpacks • Designated Holding Area 		<p>LIMITED DEVICE USAGE FOR LISTENING</p> <ul style="list-style-type: none"> • Decide • Hide • Only One Side 		<p>DEVICE USAGE PERMITTED</p>
---	--	---	--	---	--------------------------------------

RED ZONE:

- All communication devices are put away completely, off their person (phones, watches, chrome books, etc.)
 - In a backpack (or designated classroom area if a student does not have a backpack)
 - Device is not to be on their person, on the desk or in their pocket
 - Smartwatch should be silenced and put away, same as phone
- No device usage at all

YELLOW ZONE:

- Limited personal device usage for listening only
- Music listening only – Decide on music to start, Hide device face and no music changes to be made, Only One Side (one earbud) to be used
- Limited chrome book or personal device usage for lesson use only when instructed by the teacher
- No messaging, texts, social media or any other personal usage

GREEN ZONE:

- Personal or district device usage permitted when designated by teacher in class
- Open times/areas: Halls, between classes, lunch time

FOOD AND BEVERAGES

Healthy, nutritious breakfast and lunch meals are available to all students each school day.

- Breakfast is offered to all students before the first bell in the commons, and again between 2nd and 3rd hour as “second chance” breakfast.
- Lunch is offered to all students in the cafeteria or grab and go style from the On-The-Go kiosks in the commons.
- A la carte snacks are available for purchase during breakfast and lunch meal service to all students.

FOOD AND BEVERAGES IN SCHOOL BUILDINGS

Under staff supervision, USDA compliant drinks and snacks will be allowed to be sold 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.

IT IS AT THE DISCRETION OF EACH INDIVIDUAL CLASSROOM TO ALLOW SNACKS AND DRINKS WITHIN THEIR CLASSROOM.

MEAL & UNPAID MEAL ACCOUNT POLICY: Each student will have his/her own individual Student Meal Account.

- Payment is expected in advance of the students eating each day, and parents are expected to maintain a positive meal balance throughout the year. Students must have money deposited in their account or cash during meal service in order to purchase extra entrees, extra drinks, and/or a la carte items, regardless of eligibility status (Paid, Free, or Reduced).
- Free and reduced meals will be available to families with qualifying incomes. Households may apply any time during the school year by completing an application available from the school, district office, or the LCSD#2 website.
- Parents and/or students can check their account balance at any time by calling the school or logging into their PowerSchool/eFunds account.
- Refer to the LCSD#2 Meal and Unpaid Meal Policy on Laramie2.org for the complete policy.

MENUS: Lunch and breakfast menus are available on our website at laramie2.org.

OPEN/CLOSED CAMPUSES: Pine Bluffs Jr/Sr High School has an open campus policy, and students are allowed to leave the campus for lunch. 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. 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.

SPECIAL DIETS: Parent of students requiring a special diet or having specific allergies to food(s) should contact the school nurse. The nurse will notify your child's teacher and staff members working with your child at school, as well as assist you to complete the Special Dietary Needs form to ensure appropriate foods are served at school meals.

GRADING

GRADES will be given on a percentage basis. The grading scale for 7th through 12th grade in the district shall be:

A	100 - 90%
B	89 - 80%
C	79 - 70%
D	69 - 60%
F	59 - 0%

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 from PowerSchool on our website at laramie2.org.

Teachers will provide students with course expectations at the beginning of each school year that adhere to the following secondary grading principles:

Reference LCSD#2 Code IKA AND IKA-R

GRADUATION REQUIREMENTS

(For classes 2019 and Beyond)

To graduate from any high school in LCSD#2, all students must obtain a minimum of 26 credits in grades 9-12 (see specific credit requirements for each content area below). Each yearlong high school course is equivalent to one full credit. Credit is earned by successful completion of a course as evidenced by a passing grade. In some cases, a student may demonstrate competency or proficiency prior to taking a required course. In such instances, the principal, teacher and superintendent may allow a student to take competency-based equivalency exams to earn credit without taking the course. Competency or proficiency, in this case, would be reflected by a grade of B or higher on the examinations. 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. 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 school years in district approved English Language Arts courses to include English 9 – Intro to Literature and English 10 – World Literature;
- **MATHEMATICS:** 4 school years in district approved Mathematics courses to include Algebra I and Geometry;
- **SCIENCE:** 3 school years in district approved Science courses to include Physical Science and Biology;

- **SOCIAL STUDIES:** 3 school years in district approved Social Studies courses to include U.S. History, American Government and Economics, and *satisfactorily passing an examination on the principles of the Constitution of the United States and Wyoming.*
- **PHYSICAL EDUCATION:** 0.5 school year in a district approved Physical Education course;
- **HEALTH:** 0.5 school year in a district approved Health course.
- **CAREER VOCATIONAL:** 1 school year in a district approved Career Vocational course;
- **FINE AND PERFORMING ARTS:** 1 school year in a district approved Fine and Performing Arts course.
- **FOREIGN LANGUAGE:** 1 school year in a district approved Foreign Language course.

The District may make other arrangements for special education students as determined by the IEP team. Additional credits may be earned in any of the above content areas to complete the requirement of 26 credits.

Reference LCSD#2 Board Policy IKF

JUNIOR. HIGH REQUIREMENTS

In order to meet state requirements for content and performance standards, students in grades 7 & 8, must complete the following:

- LANGUAGE ARTS: 7th grade English Language Arts (1 year) and 8th grade English Language Arts (1 year).
- MATHEMATICS: 7th grade Mathematics (1 year) and 8th grade Mathematics (1 year).
- SCIENCE: 7th grade Science (1 year) and 8th grade Science (1 year).
- SOCIAL STUDIES: 7th grade Social Studies (1 year) and 8th grade Social Studies (1 year).
- HEALTH: Jr. High Health (1 semester).
- PHYSICAL EDUCATION: Jr. High Physical Education (1 semester).
- FINE & PERFORMING ARTS: Jr. High Band (1 full year) OR Jr. High Choir (1 full year) OR 7th grade Art (1 full year) OR 8th grade Art (1 full year)
- CAREER VOCATIONAL: FCS Exploration (1quarter) and Ag Exploration (1 quarter) and Tech Ed Exploration (1 quarter) and Business Exploration (1 quarter) and Basic Computer Skills (1 Year)

This totals 24 semesters (48 quarters) of required courses, leaving 8 semesters (16 quarters of time for schools to add school specific courses).

Reference LCSD#2 Board Policy IKFB

HATHAWAY SCHOLORSHIP: Every Wyoming middle and high school student is automatically eligible for the Hathaway Scholarship. By maintaining a certain GPA, test scores, and class requirements throughout high school, students have the opportunity to graduate with the Hathaway Scholarship. They can use their Hathaway Scholarship to pay for tuition at the University of Wyoming or a Wyoming community college. Learn more by visiting with your school counselor.

HONOR ROLL: In order to recognize excellence in scholarship, an Honor Roll is published for each semester grading period. To be placed on the Honor Rolls, a student must maintain at least a 3.0 average for the semester period. A mark of D, F, *INC or U eliminates a student from Honor Roll consideration.

NATIONAL HONOR SOCIETY: Selection into the 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 juniors and seniors are eligible for selection.

PERFORMANCE TESTING: Each year the schools of LCSD#2 administer various state performance assessments. These examinations are standards-based and allow us to discover the strengths and weaknesses of individual students. The results of these tests are made available to the parents and are used by the faculty and principal to plan appropriate curriculum changes for the next year.

REPORT CARDS/PROGRESS REPORTS: Report cards will be mailed after the end of the semester. 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. LCSD#2 encourages parents to utilize Power School, found on laramie2.org to keep abreast of your child's progress. Reference LCSD#2 Board Policy IKAB

LOST OR STOLEN ITEMS

LCSD#2 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.

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. Please refer to our website at [laramie2.org/services/school nurse](http://laramie2.org/services/school%20nurse) for detailed information and medical forms.

HEALTH CONCERNS OR SPECIFIC NEEDS: Any student with specific health concerns and/or needs should keep the Nurse and Office Staff 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. If a student with an inhaler chooses to self-carry, a form needs to be signed by a parent and doctor annually.

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. **Students are not allowed to carry any medications, prescription or over-the-counter, at school. The only two (2) exceptions are inhalers and Epi-Pens, if the appropriate forms have been completed and placed on file with the School Nurse.**

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.

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.

SCHOOL PICTURES

Individual and group pictures are taken in the spring and fall. A notice will be sent home, prior to the picture taking, explaining the cost and the picture choices.

STUDENTS IN TRANSITION

The Education for Homeless Children and Youth is authorized under Title IX-A of the Every Student Succeeds Act (ESSA). This is also known as the McKinney-Vento Homeless Assistance Act. Under federal law, children and youths in transition must have access to appropriate public education, including preschool education when applicable, must be able to fully participate in school and extracurricular activities, and must have access to educational, transportation and other services that they need to assist them in meeting the same challenging State student academic achievement standards to which all students are held. Our schools will ensure that children and youths in transition are not stigmatized or segregated and are free from discrimination and harassment. If you are currently in transition and do not have stable or adequate housing, please contact the LCSD#2 Homeless Liaison at 307-245-4005 or the Wyoming Homeless Education Coordinator at 307-777-3672.

Reference LCSD#2 Board Policy JLG

STUDENT RECORDS AND TRANSCRIPTS

Access to a student's cumulative record shall be limited to authorized school personnel, eligible students, parents, and legal guardians of the student. Any other access will require a subpoena or the written permission of the parent or legal guardian.

Whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents of the student shall be accorded to the student.

District officials will forward transcripts and disciplinary records involving suspension or expulsion from the cumulative record upon the request of a bona fide educational institution with whom the student intends or is instructed to enroll, parent, legal guardian, or the student if they have attained eighteen years of age or are attending an institution of post-secondary education.

With the exception of the high school transcript, high school grade reports, and attendance records, all material in the student cumulative record shall be destroyed five years after the student has or would have completed the 12th grade in the school district.

Reference LCSD#2 Board Policy JRA

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. This practice shall be subject to the 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, the suspension or expulsion of the student from school. All student vehicles must be registered in the office.

TRANSPORTATION

The following rules shall be observed for riding the bus:

- Riding the bus is a privilege. Students who continually choose not to follow the rules or make effort to behave will be suspended from riding.
- Get plenty of rest and arrive to your bus stop on time. The bus will not wait for you.
- Remain seated in assigned seat. Do not move seat to seat. Face forward for safety. Keep arms, head, and feet out of the walk path between seats. Do not put any part of your body out of the windows.
- Any student who causes damage to the bus may be held liable for repair.
- In case of an emergency, remain in the bus unless otherwise instructed by the school personnel that is in authority.
- Be respectful to the driver. Do not yell, scream, or cause distraction to the driver. FOLLOW THE BUS DRIVER'S RULES.
- Clean up after yourself. Throw trash away, wipe up messes, etc.
- Do not bring food on the bus unless the driver approves it.
- Inappropriate language, social media, display of affection, music, print, etc., are prohibited
- Fighting and horseplay are prohibited.
- If you plan to go home with another student or someone going home with you, permission must be granted from both families and the school. A note and/or a phone call to transportation will be required from everyone.
- If a parent plans to take their student(s) home from a field trip while away from school, the school principal must grant permission and the student(s) must be signed out at that time.

LCSD#2 has equipped all school buses with audio/video recording equipment to assist in providing a safe and secure environment when traveling on a bus. The objective of placing recording equipment on buses is to provide bus operators ability to maintain discipline, ensure safe and comfortable ride, and to determine corrective action to behavioral issues.

Please refer to the Transportation Parent-Student Handbook found at Laramie2.org for a complete list of rules and regulations, and LCSD#2 Board Policies EEA and EEAE.

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 visitors cause a distraction for our students, who are 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.

All visitors entering the school building beyond the Main offices are required to be registered into the office and screened through the schools Security System. Once issued an approved badge, visitors must wear the badge on the upper portion of their torso so it can be clearly seen by anyone in the building.

DISCLOSURES AND NOTIFICATIONS

NONDISCRIMINATION STATEMENT

LCSD #2 is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, disability, religion, and homelessness. This Policy should prevail in all matters concerning staff, students, education programs and services, and individuals with whom the school district does business.

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, 122 West 25th Street, Suite E200, Cheyenne, Wyoming 82002, 307-777-7222; 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 303/844-3417.

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 prohibits discrimination on the basis of handicap (disability); and, the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.

USDA and THE NATIONAL SCHOOL LUNCH PROGRAM

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs, are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and available at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- 2) Fax: (202) 690-7442; or
- 3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

CHILD IDENTIFICATION & SPECIAL EDUCATION PROGRAMS

If you are a student with a disability, or suspect you have a disability, which 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, which negatively impacts your students' 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 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 LCSD#2 Director of Special Services at 307-245-4050.

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 directory information (as defined below) released upon request, the form (available from the 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}).