

# LANDER VALLEY HIGH SCHOOL 2018 - 2019



Mr. Brad Neuendorf, Principal  
Mr. Daryl Michael, Assistant Principal  
Mr. Serol Stauffenberg, Activities Director

350 Baldwin Creek Road  
Lander, WY 82520-3078  
(307) 332-3640

ADMINISTRATION	(307) 332-4433
ATTENDANCE	(307) 335-TIGR (8447)
GUIDANCE	(307) 332-5590
FAX	(307) 332-2861

August 2018



Dear Tiger Family,

Welcome to Lander Valley High School for the 2018-19 school year! We are very proud of our students, staff, and entire LVHS community for the remarkable things that we are able to accomplish each year! We cannot wait to see the exciting things that our students will accomplish this year as we work together to become the #1 high school in the state.

*Class of 2022* – Welcome to LVHS and the Tiger Family! We are very excited to have you join a very enthusiastic and hard-working staff and student body to help us achieve our goals. Please know that our doors are always open to you if you have any questions and/or concerns. We would also like to extend an invitation to your parents – please come be a part of the Tiger Family! It is important to make connections with the staff at LVHS and know that when we work together everyone succeeds. We have so much fun that you surely do not want to miss the opportunity to invest in your student’s education.

*Class of 2021* – You have survived your freshman year and we look forward to continued success. Remember, last year you promised to walk the stage in May 2021. Today is the next step on that journey to graduation. Your mission truly is possible and we are here to help.

*Class of 2020* – The junior year is a big year at LVHS and we can’t wait for the exciting things that you will accomplish. Please be sure to befriend our counselors as they help ensure all things are in order for graduation and beyond. This year will be trying, but I assure you that if you stay committed and work hard while seeking out help, you will have a successful year that will equip you for your senior year.

*Class of 2019* – Enjoy your time with all of your Tiger Family as you work hard to make the most out of finalizing your plans for the future. Please be sure to seek out any of us for anything that you may need along the way. Personally, we want to congratulate you in advance for all your hard work and accomplishments as we look forward to your Commencement on May 19, 2019 at 1:00 pm.

In partnership with our families and community, the Lander Valley High School staff looks forward to educating every student, every day to become responsible citizens who respect one another and have the motivation, skills and knowledge to succeed. We hope to see you on our beautiful campus or at one of our many activities.

Parents and Students – Please take time to read and review the following information as it is a guideline of operating procedures at LVHS. If you have any questions about the handbook or anything else as the year proceeds, please contact us at any time.



LVHS Administrative Team,

Mr. Brad Neuendorf, Principal  
Mr. Daryl Michael, Assistant Principal  
Mr. Serol Stauffenberg, Activities Director

## TABLE OF CONTENTS

LETTER FROM LVHS Administration Team	2
TABLE OF CONTENTS	3
LVHS SCHOOL SONG	6
LVHS MISSION, VISION & VALUES	7
2018-2019 STUDENT COUNCIL	8
WHO’S TEACHING YOUR CHILD?	9
SCHOOL-WIDE EXPECTATIONS FOR STUDENTS	9
DIRECTORY INFORMATION	9
<b>ACADEMICS</b>	
Graduation Requirements	10
Home School Students	10
Registration Class Load	10
Semester Exams	10
GPA and Class Rank	10
Grade Reporting & Scale	10
Transcripts	11
Class Status	11
Student Recognition	11
Honor Roll	11
Academic Letters	11
Academic Hall of Fame	11
Phoenix Awards	11
President’s Award for Educational Excellence	12
Schedule Changes	12
Retaking a Class	12
Hathaway Scholarship Program	12
2018-2019 BELL SCHEDULE	13
<b>GENERAL INFORMATION</b>	
Admission to Lander Valley High School	14
Handicapped Accessibility	14
Driving, Parking & Riding	14
Bus Transportation	15
School Resource Officer (SRO)	15
Building Intervention Team	15
Inclement Weather	15
Lockers	16
Student Searches	16
Drug-Bomb Dog/Video Surveillance	16
Dress & Physical Appearance	16

Care of School Property	17
Personal Property	17
Cell Phones & Other Electronic Devices	17
The Halls & Hall Passes	18
Sign-In & Sign-Out Procedures	18
Wednesday Night & Sunday Activities	18
Assemblies	18
Library Media Center	18
FCSD #1 Student Network & Internet Acceptable Use Agreement	19
Medications	22
School Fines & Obligations	22
Lost & Found	22
Signs & Posters	22
Messages & Telephone Use	22
Fundraisers	22
ID Cards	22
Visitors	23
Academic Dishonesty	23
 <b>ATTENDANCE EXPECTATIONS &amp; POLICY</b>	
Philosophy	23
Purpose	23
Accountability	23
Attendance Points per Day/per Class Period	23
Notification of Poor Attendance	24
Tardy (TDY) & Tardy/counted absent (TA)	24
Discipline Consequences	24
Make-up Work	24
Clearing an Absence	24
Senior/PBIS Lunch Release	25
Excused Absences (Definitions)	25
Truancy	26
 <b>BEHAVIOR CONSEQUENCES/EXPECTATIONS</b>	
LVHS Path to Success & Grid	26
Tuesday/Thursday School	29
In-School Suspension (ISS)	29
Out-of-School Suspension (OSS)	29
Substitute Teachers	29
Public Display of Affection	29
Discipline Infractions – General Principles	30
Red Card Program	30
Bullying	31
Harassment, Intimidation & Bullying (Policy JICFA)	32
Seclusion & Restraint in Schools (Policy JLJ)	34
Persistently Dangerous School NCLB	34

LVHS Discipline Grid	35
Closed Lunch	41
Lunch Program & Refunds	41
Gang Behavior	41
Possession or Use of Weapons	42
Sexual Harassment	42
School Dance Policy	43
Graduation Ceremony	43
International Students	43
<b>SPORTSMANSHIP</b>	
Behavior at Activities - Spectators	43
Behavior at Activities – Participants	44
Activity Opportunities – Get Involved!	44
Co-Curricular Organizations	44
Interscholastic Activity Opportunities	44
Activity Code/Eligibility	45
Student Transportation for Activity Trips	46
<b>NOTIFICATION OF RIGHTS UNDER FERPA</b>	47
<b>TRANSFER OF SCHOOL DISCIPLINARY RECORDS</b>	48
<b>FCSD #1 PARENT INVOLVEMENT POLICY</b>	48
<b>FCSD #1 VOLUNTEERS</b>	49
<b>CHILD IDENTIFICATION &amp; SPECIAL EDUCATION PROGRAMS</b>	50
<b>SECTION 504 INFORMATIONAL NOTICE</b>	50
<b>PPRA NOTICE &amp; CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES</b>	50
<b>OCR NOTIFICATION/OFFICE OF CIVIL RIGHTS</b>	51
<b>EQUAL EDUCATION OPPORTUNITIES &amp; GRIEVANCE PROCEDURE (FCSD Policy JBMB)</b>	51
<b>FCSD #1 HOMELESS ASSISTANCE NOTICE</b>	52
<b>SEX OFFENDERS ON SCHOOL PROPERTY</b>	52
<b>ASBESTOS HAZARD EMERGENCY RESPONSE ACT</b>	53

**NOTE:** This handbook is intended as a guide to inform and provide notice to students and legal parents and guardians. There are no promises, express or implied, for specific educational performance or outcome.

Fremont County School District #1, State of Wyoming, retains the absolute right to change the contents of this handbook as it deems necessary, with or without notice.



---

### **LVHS SCHOOL SONG**

Come on LVHS, fall in line We're gonna win again another time.  
For our alma mater we will yell, and for our own good team  
we'll yell, we'll yell, we'll yell!



We're gonna fight, fight, fight to make our goal.  
We're gonna leave 'ol     (opponent)     in the hole.  
Cause there's no doubt at all, we're on our way, that's the way, Lander  
High!

**L-L-L-A-N, D-D-D-E-R, L-A-N-D-E-R**  
**LANDER! LANDER! LANDER!**



**LANDER VALLEY HIGH SCHOOL**  
**2018-2019**

**VISION:** LVHS will be the #1 high school in the State of Wyoming in *everything* that we do.

**MISSION:** **Every Student, Every Day!**

**VALUES:** At LVHS we believe . . . . .

. . . that *celebrations!* come first.

. . . that our campus and classrooms should be a *safe* learning environment for all of our students and staff.

. . . in *diversity* of culture as a strength and *inclusiveness* as a tool that empowers us.

. . . in personal and collective *responsibility* for our actions.

. . . that *hard work* and *appreciation* for opportunities will get us where we want to go.

. . . in a *fun, positive atmosphere* that is full of *school spirit!*

. . . in an *engaging curricula* for all students.

. . . in *excellence* in *academic* and *athletic* performance.

. . . in *challenging activities* during and after school.

. . . in *expansive elective* opportunities that meet the needs of learners.





**LANDER VALLEY HIGH SCHOOL**  
**2018-2019**

**Student Body Officers**

President – Wolf Johnson  
Vice-President – Edain Rogers  
Secretary – McKenzie Lilygren  
Treasurer – Shaylynn Chand  
Senior Rep – Sarah Skinner

**Junior Class Representatives**

Ryan Brinda  
Alexa Mazur  
Kameron Brough  
Jordan Troxel  
Caleb Russell  
Kenzie McPhie

**Sophomore Class Representatives**

Emma Gist  
Megan Haratyk  
Jenny Bautz  
Vaishnavi Bhavsar  
Kaleb Simonson

**Freshman Class Representatives**

Rebecca Whiting  
Kaylynn Sandall  
M. Ramsey Eckhart  
Eann Burns  
Tori Newton



## WHO'S TEACHING YOUR CHILD?

In accordance with the ESSA legislation, Fremont County School District #1 meets the requirements for teacher qualifications.

## SCHOOL-WIDE EXPECTATIONS FOR STUDENTS

You are expected to obey reasonable requests by all staff members and substitutes as long as it does not endanger personal health or safety. You must adhere to behavior expectations in the:

- ✓ **Learning Areas** – Classrooms, Media Center, Vocational labs, Computer labs, Activity and Athletic areas
- ✓ **Public Access Areas** – Halls, Cafeteria, Restrooms, Outside areas, Parking lot
- ✓ **Performance & Activity Contest Areas** – Gyms, Auditorium, Playing Fields, Local and Away Competition areas

Students will be held accountable for poor behavior choices in all of the three areas listed above plus all other locations where students may be in their roles as LVHS students, such as on school buses, on field trips, etc.

Lander Valley High School is NOT a high school of student entitlement. All students enrolled at LVHS will adhere to all rules and regulations.

Student choices will influence their success. The reward for academic achievement is an increased probability that students will have a successful future. **IN TERMS OF EARNINGS, RESEARCH SHOWS THAT A HIGH SCHOOL GRADUATE WILL EARN THREE TIMES THE AMOUNT THAT A HIGH SCHOOL DROPOUT WILL EARN DURING THE SAME LIFETIME.**

Academic achievement will lead to an increased number of options for a student's future.

## DIRECTORY INFORMATION

Fremont County School District 1 will make available to the public directory information which has been previously published pertaining to students in Fremont County School District 1. Directory information includes the following: *student name, participation in officially-recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degree (diplomas) and awards received, the most recent previous education agency or institution attended by the student, personally identifiable photographs, videotapes, films and other visual media, and personally identifiable interviews, either audio only or audio and visual.* (Reference: FCSD #1 Policy JRA-E)

Examples of circumstances in which directory information is disclosed to the public include: *school yearbooks; team rosters and class lists; graduation, theater, athletic and music programs; videos of performances, school activities, and athletic events; articles about school activities and athletic events; lists of those receiving honors, awards and scholarships; requests from post- secondary schools and prospective employers.*

For additional information regarding Student Records, refer to FCSD #1 Policy JRA-R, Revisions adopted February 28, 2014.

The types of publications listed above will be available to anyone within the Fremont County School District 1 community and to the general public (*including the press*) unless the opt-out section of the online registration is completed. Forms are also available in the LVHS Front Office.

## ACADEMICS

### GRADUATION REQUIREMENTS

The following are the minimum standards for graduation from Lander Valley High School. Set your sights high. Prepare for the future. See one of the counselors if you have questions about graduation requirements and/or refer to the LVHS ENROLLMENT GUIDE:

Class of 2016 & Beyond 25 credits

### HOME SCHOOL STUDENTS

Home school students must meet the LVHS graduation requirements before they are eligible to receive an LVHS diploma, purchase an LVHS cap and gown, and participate with the senior class during graduation ceremonies.

### REGISTRATION CLASS LOAD

*All students* must be enrolled in (7) credited classes per semester.

### SEMESTER EXAMS

Students are required to take Semester Exams or complete Final Projects at prescribed times. Attendance during semester test times is therefore required of all students. Failure to attend a semester exam and submit final projects will result in a “0” for that grade.

### GPA and CLASS RANK

**Cumulative grade point average (GPA) is the average of all semester grades earned beginning in 9<sup>th</sup> grade. The only grade that does not count in GPA is a “P” grade. GPA is determined on a 4.0 scale in which A = 4, B = 3, C = 2, D = 1 and F = 0, NC = 0, U = 0, and WF = 0. Students who drop a class after the first 10 days of a semester will be assigned a “WF” (withdraw/ fail) grade. This grade will become part of the student’s grade point (GPA) and becomes part of the student’s transcript. In special circumstances this may be waived by the Administration. GPA for all classes will be computed using this scale. Grade point average is not the same as class rank.**

Class rank indicates a full time student’s academic relationship to his/her classmates. Student class rank is available for the first time after the completion of the spring semester of the junior year. Class rank is calculated by adding the student’s GPA and .02 “quality points” for each semester an AP course is successfully completed.

### GRADE REPORTING & SCALE

Both quarter (9 week) and semester grades are reported to parents. Parent/Teacher Conferences are held in the Fall (evening sessions October 23 & 24, 2018) and Spring (evening sessions March 5 & 6, 2019). Midway during each quarter of the year, parents will be informed of any situation that could lead to a student not receiving credit for a class via Progress Reports.

The grading scale at LVHS is: 90% = A 80% = B 70% = C 60% = D

Credits:

Credit for classes will only be given to students earning a “C” or better on their final semester report card. Students earning letter grades equivalent to a “D” or “F” will earn an “I” or incomplete for that term. Student will have both a semester and a summer school opportunity for credit recovery. If student does not utilize that opportunity for credit recovery the “I” will be converted to a “D” or “F” for the permanent transcript.

Make-up Work:

Students will be able to submit work for credit within a reasonable amount of time from the original assigned date as outlined in course syllabus.

No Zero Policy:

With the shift from a traditional grading system to a standards based grading system, LVHS has made some changes to grading practices. One of these changes is issuing zeros in the gradebook. The current grading practice will focus on students demonstrating mastery of content specific standards. The zero in the gradebook is a reflection of behavior and not knowledge attainment. The expectation for staff members is to provide multiple opportunities for students to demonstrate mastery. Examples would be providing intervention, retakes of assessments and other means to demonstrate proficiency. Students are expected to attend and utilize intervention time as well as complete homework.

Extra Credit:

There will not be extra credit opportunities provided for any course. Students will be given opportunities for intervention and enrichment to demonstrate proficiency with the priority standards.

## TRANSCRIPTS

A Lander Valley High School transcript outlines a student's coursework, semester grades, credits, cumulative GPA, class rank for grade 12, and some test scores. Transfer high schools, colleges and scholarship organizations often ask for "official transcripts". This means that LVHS must send the transcript directly and the transcript must bear the official school seal and signature. Only "unofficial" transcripts may be given directly to students. Transcripts may be requested in the guidance Office or by calling 332-5590; however, until the student clears all fees and fines, the transcript will reflect NO credit earned. **24 hours advance notice is required for transcript requests.**

## CLASS STATUS

Class status is determined by a student's cumulative credits earned, not by how many years they have attended high school. The following guidelines will determine the official grade level of each student:

Freshman	less than	6.5 credits
Sophomore	at least	6.5 credits
Junior	at least	12.5 credits
Senior	at least	18 credits

## STUDENT RECOGNITION

### HONOR ROLL

At the end of each semester grading period full time students may be eligible for the LVHS Honor Roll as follows:

**STRAIGHT A = No grade lower than an "A"**

**"A" Honor Roll = 3.60 - 3.99 GPA**

**"B" Honor Roll = 2.80 - 3.59 GPA**

A grade of "P" is neutral – does not count for or against student. Grades of "NC", "F" and "WF" exclude students from the Honor Roll. Students must be enrolled in and passing at least 3 credits per semester to qualify for Honor Roll status.

### ACADEMIC LETTERS

Students who maintain a 3.5 GPA and pass at least 3.5 credits each semester for two (2) consecutive semesters receive an Academic Letter (first time only), certificate and pin subsequent times. Students receiving "P" grades in classes other than Community Experience (CE) will not be eligible for an Academic Letter.

### ACADEMIC HALL OF FAME

Students who meet the following criteria will qualify for *Academic Hall of Fame* status: earn semi-finalist designation on the National Merit Scholarship program exam (PSAT/NMSQT); **or** students who earn grades of A in all classes; have taken all of the highest level classes offered in the core subject areas (Math, Science, Social Studies, English); earn 26 credits for Classes of 2009 and beyond.

### PHOENIX AWARDS

Students who improve their semester Grade Point Average (GPA) by .50 or more in consecutive semesters will receive this award.

### PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

Seniors will be eligible for this award if they meet criteria set by our President. Criteria from past years may be seen upon request.

## **SCHEDULE CHANGES**

Parental input is important during the course selection process. Students are advised to make good choices during the course selection process so that schedule changes are minimal. Enrolling in challenging courses throughout your four years will expand your post high school opportunities.

**Before the beginning of each semester**, counselors are available to assist students and parents with scheduling.

All schedule changes will be finalized prior to the first day of a semester. Counselors will consider non-cosmetic schedule change requests based on class availability and teacher recommendation.

## **RETAKE A CLASS**

Any student who wishes to retake a class may do so. If a higher grade is earned it shall replace the lower grade for GPA purposes; however, the lower grade will remain on the transcript for historical accuracy.

## **HATHAWAY SCHOLARSHIP PROGRAM**

The State of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming Community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship. Contact your school counselor for more information and/or the LVHS ENROLLMENT GUIDE.



## LVHS 2018-2019 BELL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	“Bleed Green” FRIDAY
<b>Period 1</b> 8:00 am 9:30 am	<b>Period 2</b> 8:00 am 9:30 am	<b>Period 1</b> 8:00 am 9:30 am	<b>Period 2</b> 8:00 am 9:30 am	<b>Period 1</b> 8:00 am - 8:50 am <b>Period 2</b> 8:55 am - 9:45 am <b>Period 3</b> 9:50 am - 10:40 am <b>Period 4</b> <u>Grade 12 ONLY</u> 10:45 -- 11:30 am <u>Grades 9-11</u> 10:45 – 11:35 am  <b>LUNCH</b> <u>Grade 12 - 11/Off-</u> <u>Campus</u> 11:30 am - 12:10 pm <u>Gr 9-10</u> 11:35 am - 12:10 pm  <b>Period 5</b> 12:15 pm - 1:05 pm <b>Period 6</b> 1:10 pm - 2:00 pm <b>Period 7</b> 2:05 pm - 2:55 pm  <b>SRB</b> 3:00 pm - 3:30 pm
<b>Period 3</b> 9:40 am 11:10 am	<b>Period 4</b> 9:40 am 11:10 am	<b>Period 3</b> 9:40 am 11:10 am	<b>Period 4</b> 9:40 am 11:10 am	
<i>Lunch</i> Gr 11/12 11:20 am 12:10 pm 11:20- 11:40 Advisory Gr 9 Lunch Gr 10	<i>Lunch</i> Gr 11/12 11:20 am 12:10 pm 11:20-11:40 Advisory Gr 9 Lunch Gr 10	<i>Lunch</i> Gr 11/12 11:20 am 12:10 pm 11:20-11:40 Advisory Gr 9 Lunch Gr 10	<i>Lunch</i> Gr 11/12 11:20 am 12:10 pm 11:20-11:40 Advisory Gr 9 Lunch Gr 10	
<i>Lunch</i> Gr 9/10 11:50 am 12:10 pm 11:50- 12:10 Advisory Gr 10 Lunch Gr 9	<i>Lunch</i> Gr 9/10 11:50 am 12:10 pm 11:50-12:10 Advisory Gr 10 Lunch Gr 9	<i>Lunch</i> Gr 9/10 11:50 am 12:10 pm 11:50-12:10 Advisory Gr 10 Lunch Gr 9	<i>Lunch</i> Gr 9/10 11:50 am 12:10 pm 11:50-12:10 Advisory Gr 10 Lunch Gr 9	
<b>Period 5</b> 12:20 pm 1:50 pm	<b>Period 6</b> 12:20 pm 1:50 pm	<b>Period 5</b> 12:20 pm 1:50 pm	<b>Period 6</b> 12:20 pm 1:50 pm	
<b>SRB</b> 2:00 pm 3:30 pm	<b>Period 7</b> 2:00 pm 3:30 pm	<b>SRB</b> 2:00 pm 2:30 pm	<b>Period 7</b> 2:00 pm 3:30 pm	
<i>10-minute passing</i>				

(“SRB” = Student Responsibility Block)

MONDAY/TUESDAY/THURSDAY/FRIDAY

Buses leave @ 3:40 pm

## GENERAL INFORMATION

### ADMISSION TO LANDER VALLEY HIGH SCHOOL

For admission to Lander Valley High School, a student must be an eighth grade graduate or provide transcripts from another accredited high school. At the time of enrollment the following should be submitted (if not already on file).

- certified copy of state-issued birth certificate
- passport or driver's license
- immunization records
- proof of residency required

### HANDICAPPED ACCESSIBILITY

All areas of the Lander Valley High School campus are accessible to the handicapped. Visitors, parents, or staff needing additional information for the handicapped are encouraged to contact the Front Office at 332-3640.

### DRIVING, PARKING, & RIDING

The school district provides a shuttle bus to the Swimming Pool and Baldwin Creek Elementary. **All students must ride buses to all remote class locations or to activities in which they participate.**

#### **Parking Lot Expectations:**

- Visibly display parking tag from the rearview mirror so it can be viewed looking into vehicle from the windshield.
- Please do not park in posted "NO PARKING", "FIRE LANES", or "HANDICAPPED" areas, "VISITOR" or RESERVED PARKING" in the front row of the LVHS parking lot.
- Please avoid reckless driving or endangering student safety.
- Please do not ride on fenders, bumpers, hoods, back ends of vehicles, etc.
- Students **may not** sit in automobiles, play loud music or loiter in the parking areas at any time.
- Please get a parking lot pass to enter parking lot during school hours.
- **The maximum speed limit for all vehicles on campus is 15 miles per hour.**
- All student drivers will be expected to read and sign an acknowledgment form regarding expectations and vehicle search. Tickets and/or possible further consequences may be issued for violations as described in the *STUDENT EXPECTATIONS FOR DRIVING ON CAMPUS*.

**\* Violation of parking lot expectations and sign-out procedures results in discipline consequences.**

LANDER VALLEY HIGH SCHOOL WILL ASSUME NO LIABILITY FOR DAMAGE TO STUDENT VEHICLES OR FOR ANY LOSS WHILE THESE VEHICLES ARE OPERATED OR PARKED ON THE CAMPUS. PLEASE KEEP VEHICLES LOCKED AT ALL TIMES.

### **Parking Lot Consequences:**

A student whose parking privilege has been revoked and chooses to continue to park in the LVHS parking lot will be fined, and/or subject to having his/her vehicle towed at the owner's expense.

**NOTE:** The LVHS Administration and Staff reserve the right to sign an affidavit for any person who is guilty of careless driving and submit it to the Lander Police Department or the School Resource Officer.

### **BUS TRANSPORTATION**

The privilege of students to ride a school bus is contingent upon their positive behavior. The driver of a school bus is responsible for the safety of students on the bus. The principal may withhold from the student the privilege of riding the school bus. Bus Drivers will provide specific bus behavior expectations. For questions or concerns about bus transportation, contact the Transportation Director at 332-3798.

### **SCHOOL RESOURCE OFFICER (SRO)**

The SRO is a liaison person between the school and the community law enforcement. The SRO will enforce state and municipal laws while developing a positive image and rapport with the student body. The SRO will support and assist with safety and security in the school, investigation of criminal activity on school property, and enforcement of City, State and Federal law. School officials have the right to speak to a student without parents/guardians being present. The SRO is considered part of the school community and is authorized to conduct student, locker, and vehicle searches without the presence of school administration. However, the SRO must have the permission of a student's parent/guardian before interviewing students suspected of committing a crime.

### **BUILDING INTERVENTION TEAM**

A Building Intervention Team (BIT) is in place as a means of identifying at-risk students at Lander Valley High School. Students who are at-risk or are not making academic progress may refer themselves or may be referred by a staff member or by parent, to the Building Intervention Team. The Building Intervention Team will collect and review the required data on the student and will formulate recommendations to help students.

### **INCLEMENT WEATHER**

For emergencies or school closures due to inclement weather, the school district will use the Infinite Campus Messenger system to send telephone, text, and/or email messages to parents. As a result, it is extremely important for parents to update any changes in their phone numbers or email addresses. Updates may be quickly made via Parent Portal or by notifying the schools when there are changes. Schools may also use the Infinite Campus Messenger system to notify parents of other important information. Inclement weather announcements also will be made on the Lander radio stations KOVE (1330 AM) and/or KDLY (97.5 FM).



## **LOCKERS**

Lockers are the property of the school and the school reserves the right to open a locker at any time to inspect contents. Any damage to the locker will be paid by the occupant of the locker. *DO NOT LEAVE VALUABLES IN YOUR LOCKER* since the school cannot assume any responsibility for lost articles. **DO NOT SHARE YOUR LOCKER COMBINATION WITH OTHER STUDENTS AND KEEP LOCKERS LOCKED!** Typically, locker and car searches occur under reasonable suspicion that a problem may exist. However, school officials have the authority to conduct random searches of lockers and their contents without regard to reasonable suspicion.

## **STUDENT SEARCHES**

Lander Valley High School reserves the right to search lockers, backpacks, vehicles, and individuals if reasonable suspicion exists that endangers the health, welfare and safety of students themselves or other students and staff at LVHS.

## **DRUG-BOMB DOG/VIDEO SURVEILLANCE**

Lander Valley High School will use a DRUG-BOMB DOG and VIDEO SURVEILLANCE periodically as a deterrent for drugs and dangerous weapons in school and on school property, and to assist in maintaining our safe and orderly learning environment.

## **DRESS and PHYSICAL APPEARANCE**

Appearance should be such that it does not disrupt or distract from the learning environment of the school. Students are responsible to honor the following expectations and demonstrate respect for themselves and others by wearing appropriate clothing. Bottom line --- Dress modestly! Students may be requested to wear clothing provided by Office personnel to alleviate an inappropriate dress problem. If a student refuses to remedy the situation, a parent will be notified and the student sent home as out-of-school suspension.

### **The following clothing/apparel are inappropriate at school:**

- See-through clothing or clothing that exposes cleavage.
- Undergarments exposed in anyway. For example, boxer shorts, thongs, etc., should not be visible.
- Halter tops, half-shirts or belly shirts. No skin/flesh is to be exposed at the waist or below the armpit.
- Hats, headbands, bandanas, or any other head adornment (exception is in vocational shop areas). Offenders will have headwear confiscated.
- Bare feet. Shoes must be worn at all times as per Wyoming State Department of Health requirements.
- Clothing with distasteful designs or lettering, violent statements or designs, double messages.
- Clothing or accessories that ridicule a particular person or group.
- Alcohol/drug/beer/tobacco/sexually suggestive/gang clothing or logos.
- Tank tops and spaghetti strap tops [shoulder strap width must be at least 2"], off-the-shoulder attire.
- Sunglasses.
- Coats or other heavy outerwear cannot be worn to class unless given permission by the teacher.
- Trench coats are not permissible.

- Shorts and skirts must be long enough to reach the tips of the fingers when arms are held down by the side of the leg. Typically, dresses, skirts and shorts must be at mid- thigh.
- Spiked belts, neck, wrist and ankle bracelets.
- Wallet chains longer than fingertip length
- Profane, offensive or defamatory writing or pictures on clothing, jewelry, or flesh.
- Saggy pants. They must be secured at the hips. No low riders.
- Clothing that suggests, represents, or promotes gang affiliation, culture, or activities.

### **Inappropriate Dress Consequences**

- On the *first offense* the student will be given a warning and will be required to remedy the situation immediately.
- On the *second offense* the student will be given a Tuesday/Thursday School detention and will be required to remedy the situation immediately.
- The *third and subsequent offenses* will result in In-School suspension.

**NOTE: The LVHS Administration reserves the right to add or modify dress code expectations when deemed necessary. The LVHS set of expectations listed previously is not all-inclusive.**

### **CARE OF SCHOOL PROPERTY**

LVHS students, staff and community people exhibit a great deal of pride in the appearance of our building and campus. Please reflect pride by taking excellent care of our facility. Students will be held financially responsible for any damage they cause to school property, including but not limited to, equipment, textbooks, furniture, and lockers.

### **PERSONAL PROPERTY**

- ✓ Cell phones must be turned off during class time. (Refer: CELL PHONES & OTHER ELECTRONIC DEVICES, page 17.)
- ✓ Bringing MP3 players, radios, iPods, etc. on campus is strongly discouraged.
- ✓ Do not bring large amounts of money to school.
- ✓ Please make sure that PE lockers and personal lockers are locked at all times.
- ✓ Bicycles are to be locked in the racks available in front of the school.
- ✓ Lander Valley High School will **not** be responsible for the theft or loss of personal property.

### **CELL PHONES & OTHER ELECTRONIC DEVICES**

Students may possess and use cellular telephones, or other electronic communications devices, subject to the limitations of this and other policies of the district. An “electronic communications device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. **Use of an electronic communications device shall be limited to the time before classes begin in the morning, during the student’s lunch period, in the hall between classes, and after the student’s last class in the afternoon and as required and permitted by teachers.**

Students will sign an acknowledgement regarding LVHS CELL PHONE USE EXPECTATIONS. Consequences for violating expectations result in:

#### FIRST OFFENSE

- Cell phone confiscated by staff member.
- Discipline referral and cell phone submitted to Office.
- Parents contacted to pick-up cell phone.

#### SECOND OFFENSE & BEYOND

- Consequences outlined in FIRST OFFENSE.
- Student assigned Tuesday/Thursday School.
- Habitual offenders will be subject to additional consequences.

Possession and transmission of inappropriate text messages and videos are forbidden. Consequences will apply.

#### THE HALLS & HALL PASSES

In order to protect and facilitate our safe and orderly learning climate, **teachers are responsible to provide a hall pass for students leaving a classroom while classes are in session.**

#### SIGN-IN and SIGN-OUT PROCEDURES

ALL students arriving and leaving the building at other than usual times are to check in and out through the Front Office. **Parents should give advance consent by note or phone call to the Front Office [335-8447/335-TIGR].** Failure to check out will result in the student being counted truant. (Refer to Discipline Grid, pages 35-40.)

#### WEDNESDAY NIGHT & SUNDAY ACTIVITIES

Wednesday is designated as "Family Night". Students should be off school premises and activities concluded by 7:00 PM. School activities will not be scheduled on Sunday. Any exceptions must have advance written approval from Administration.

#### ASSEMBLIES

Assembly programs are planned for the education and entertainment of the student body. Attendance at all assemblies is required unless the student is excused in advance. Teachers will accompany their classes and sit with their students.

#### LIBRARY MEDIA CENTER

The mission of the Library Media Center is to give students the skills, resources, and tools to:

- Inquire, think critically, and gain knowledge.
- Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
- Share their knowledge and participate as productive members of our society.
- Pursue personal and aesthetic growth.

The following materials are available for students to check out or available online:

- fiction and nonfiction books
- audiobooks and e-books
- A/V equipment: headphones, digital cameras (video and photo), mp3 players, e-book readers
- print and digital magazines
- research tools (GoWYLD databases)

The library is also home to a growing makerspace:

- vinyl cutter (for making stickers, decals, T-shirts, signs)
- digital music lab (step sequencers, microphone, Midi keyboard, creation software)
- digital video and photo lab (cameras, tripods, mics, quadcopter, editing software, photo printer)

In addition, the library houses the Chrome Depot, where students can:

- receive tech support for Chromebook issues
- charge their Chromebook
- receive instruction and app advice
- print from their Chromebook

## **FCSD #1 STUDENT NETWORK & INTERNET ACCEPTABLE USE AGREEMENT**

Fremont County School District #1 strongly believes in the educational value of the Internet and other online information resources. They can increase the power of curriculum content standards, enable exciting collaborations, increase productivity, and improve student learning. Resources provided by the Internet and other media sources are important parts of the District's instructional program. These services are provided to promote educational excellence in schools, support our curriculum, and support individual academic needs. Additional stipulations within the school's **Student use of District computers, networking, or applications constitutes acceptance of the conditions within this agreement as well as additional stipulations within the school's student handbook.**

### ***General Statement: Individual Responsibility of Parents & Users***

Even though filtering and other protection are in place on the District network, all users and their parents/guardians are advised that access may include the potential for access to materials inappropriate or offensive for school-aged pupils. All users are responsible for their use of technology resources and the Internet. The District does not accept responsibility for students accessing inappropriate content or acting contrary to this agreement.

### ***General Statement: No Expectation of Privacy***

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice, any and all usage of the District computer network and Internet access and any and all information transmitted, received or stored in connection with such usage. All such content shall become and remains the property of the District, and no student shall have any expectation of privacy regarding such materials. The District may share such transmissions with the student's parent/guardians, law enforcement, and other entities that the District deems necessary.

### ***Student Account Usage***

Each student is given a unique identifying network account and password. These credentials are private and to be used only by that student. Students are responsible for their individual accounts

and the actions on their network accounts. Students should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another student. If a student suspects her/his network account credentials have been compromised, the student should immediately inform a teacher or other staff member so action can be taken to protect her/his account.

### ***Internet Use Filtering and Monitoring***

To comply with Federal Law, the District employs several methods of Internet content filtering and monitoring. However, no Internet content filtering system can be fully effective in preventing access to harmful and inappropriate material. With global access to computers and people, there is a risk that students may access material that may not be considered to be of educational value in the context of the school setting. Students receive instruction, appropriate to their age, regarding strategies to avoid the inadvertent access of inappropriate material and what to do if they accidentally access such material. Users will not use District resources to view or otherwise gain access to potentially objectionable materials. This includes text materials, video, images, or sound files that may be considered objectionable in an educational setting. If students mistakenly access inappropriate information, they should immediately disclose this access to their teacher or other supervising staff member. If a student finds that other users are visiting offensive or harmful sites, she/he should report such use to her/his supervising teacher.

### ***Student File Storage***

All students, as part of their network account, are given storage space both on a school server as well as through an online service (see below). Storage space is set aside for educationally- appropriate content as well as student work. The District reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the District staff, in its sole discretion, believes may be objectionable. Music files, video files taking a large amount of storage, and other non-educational material may be deleted at any time without notice to the student.

### ***Student Email and Offsite File Storage Usage***

All students in grades 6-12 are given private District-managed email accounts and network “cloud” storage. These accounts are available to students both at school and offsite (home, library, etc.). These accounts are hosted by a third-party service chosen by the District and specifically geared toward educational users (Microsoft Live@Edu). Email accounts may, at any time, be monitored by authorized school and District staff and may be shared with District administration, law enforcement, parents/guardians, and others as necessary. If a student suspects her/his email account has been compromised, she/he should immediately inform a teacher or principal. Students should not delete any threatening or suspicious messages, but leave them as evidence for authorized personnel to evaluate.

### ***Social Networking Usage and Website Posting***

The use of social networking and collaborative sharing sites is limited to District-approved online applications, such as Edmodo and Wikispaces. Student accounts in approved applications are monitored and managed. Students may be invited to participate in various publishing and Internet posting opportunities through the District (such as online video, newsletters, wiki editing). The use and sharing of such resources and information online will fall under expectations within this agreement as well as school-wide and District expectations.

### ***Expectations Regarding Usage and Communication***

The same rules and expectations that students have regarding communication and interaction with peers and with staff apply to online communications.

- Students shall not access, post, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, educationally inappropriate, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
- Students shall not use the system to promote any activity prohibited by school or District policy, local law, state law, federal law or Fremont #1 Board policy.
- Students shall not disrupt, vandalize, or modify any network equipment, software, or computer hardware.
- Students shall not interfere with the work of other users or violate the privacy of others.
- Students shall not knowingly introduce malware, worms, key loggers, or other malicious software into the network or onto an individual computer.
- Students shall not download or install executable software without the direct approval of authorized staff.
- Students shall not attempt to compromise or bypass content filtering and other security measures.

Schools and/or teachers may impose other guidelines and rules in addition to those in this document. Disciplinary consequences for violation of this agreement may include classroom sanctions that are defined by teacher, and/or school-wide sanctions including limited or no access to technology at the school as well as other consequences deemed appropriate by school and/or District administration.

### ***BYOD (“Bring Your Own Device”) Guidelines***

A growing number of students are bringing personal technology – such as Internet-connected smartphones, netbooks, and mobile PDAs – to use during the school day on the guest wireless network provided by the school. Devices that connect to Fremont #1 guest wireless network are subject to the same usage expectations and rules as are District-owned devices, and also subject to additional limitations established by the teacher/school. The District takes no responsibility for any issue or loss arising from the use of personal devices. The District reserves the right to search any and all personal technology devices brought upon the school campus or to any school bus if in the judgement of the supervisor or administrator in charge there is a reasonable suspicion to believe it contains evidence of the violation of a District rule, policy, or state or federal law which could subject the student to discipline.

### ***Opt-Out***

Due to the pervasive and immersive use of technology in our District, it has become impossible for students to “opt-out” of using Internet resources. In extraordinary situations, the parents and principal can choose to limit some Internet access for a student, but exceptions will always be made for Internet access to testing, student email, and other educational applications that are required parts of our curriculum, daily classwork, and communication.

### ***Disclaimer***

Fremont County School District #1 makes no warranties of any kind, whether expressed or implied, for the technology and Internet services it is providing. The District will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by its own negligence, user errors, omissions, or factors beyond the control of the District. Use of any information obtained via the Internet is at

the user's own risk for the user's own purpose. The District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet access. The District does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted. The District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or monetary loss) sustained or incurred in connection with the use, operation, or inability to use any aspect of the system or service.

### **MEDICATIONS**

All student medication, internal and external, including prescription, aspirin and other over-the-counter drugs, must be stored and dispensed in the Nurse's Office. See the Office Staff or School Nurse for further guidelines and proper releases. Failure to comply will result in disciplinary consequences per FCSD #1 Policy JFCH.

### **SCHOOL FINES & OBLIGATIONS**

All fines and other obligations must be taken care of in a timely manner no later than the close of each school year. Transcripts will reflect NO CREDIT earned until all fines and fees are paid. Seniors will not be allowed to participate in graduation ceremonies until all fines are paid in full. Law enforcement may be called to help secure restitution.

No diploma or credit for a course that has been successfully completed shall be denied a student who has earned it; provided, such diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the school district (W.S. 21-4-308).

### **LOST & FOUND**

Lost and found items are located in the Front Office.

### **SIGNS and POSTERS**

Any sign, poster or literature that is to be displayed or distributed in the main school building or grounds requires the prior approval of the administration. After administration approval is received, Office personnel will place a stamp of approval on the sign, poster, or literature for posting.

### **MESSAGES & TELEPHONE USE**

No student will be called out of class to make a call or receive a message except in an emergency. A complimentary phone is available in the Front Office and may be used by students during non-class time. Cell phones and pagers are restricted from use during class time. (**Refer: CELL PHONES & OTHER ELECTRONIC DEVICES, page 17**)

### **FUNDRAISERS**

Fundraisers, dances, and any extra-curricular activity to be conducted in school must first be approved by the Activities Director and then approved by the LVHS Student Council.

### **ID CARDS**

All students will be furnished a picture identification card with bar code. Students will be expected to carry barcoded ID card at all times. Failure to possess card will result in a new card being issued, and a \$5 fee will be charged for each newly-issued card.





## VISITORS

The doors at LVHS remain locked during the school day. Entrance to the school is controlled through the Main Office at the front door. If your visit will require you to have access to areas of the building outside the main office area then you will need a Visitor's Pass. Anyone needing a Visitor's Pass is required to show photo ID at the front door prior to being allowed entrance to the building. A quick summary of your purpose to the building will help our staff be able to more quickly meet your needs.

## ACADEMIC DISHONESTY

If a student is cheating, plagiarizing, or copying other students' work, he/she will earn a "0" for that assignment and a discipline referral will be completed regarding this infraction that may require additional consequences. The student will not be given the opportunity to retest or resubmit the assignment. (Refer: LVHS DISCIPLINE GRID, pages 35-40) *Students are reminded that such lapses of character may result in negative consequences in extra-curricular activities, as well as in future recommendations for jobs, scholarships, and clubs.*

## ATTENDANCE

*The Attendance Secretary may be reached at 335-8447 (335-TIGR) from 7:00 am to 4:00 pm every school day and voice mail is available at all other times.*

**Attendance Philosophy:** LVHS recognizes the importance of regular attendance and the development of positive attendance habits are essential in order to attain maximum benefit from the educational process. Regular attendance allows students to receive the instruction necessary to meet the priority standards in their courses and allows LVHS staff time to provide interventions and enrichment.

Students are expected to attend school daily and be on time to their classes. We have resources and connections with community resources to assist with attendance and attendance related concerns. If you need assistance, please call LVHS administration.

The primary responsibility for attendance resides with the student and their parent / guardian. Appropriate legal action may be taken against parents/guardians and/or students who fail to abide by Wyoming State Compulsory Attendance Law. Letters of notification will be sent out at 3, 5 and 10 absences. Students with 10 absences will also be automatically referred to the Building Intervention Team. Parents and students should monitor the student's attendance and contact the Attendance Secretary to clarify the number of attendance points assessed.

**Tardy (TDY) and Tardy/counted absent (TA):** A student arriving to class after the bell and within 10 minutes of the bell is viewed as a tardy. Arrival to class after 10 minutes will be marked as an absence. If the student leaves the class 10 minutes before the end of class, a tardy consequence will be assessed. Leaving the class before the last 10 minutes constitutes an absence.

**Discipline Consequences:** Students violating the attendance code will be subject to consequences.

**Clearing an Absence:** LVHS is under no obligation to accept **any** absence verification from a parent/guardian when the parent/guardian does not know the whereabouts of the student during the time and date in question. LVHS staff reserves the right to question the legitimacy of the excuse(s) and frequency of excuses.

Please clear an absence with the Attendance Secretary with a written note, fax, or phone call by the

parent/guardian within 48 hours of the absence. Failure to clear an absence within 48 hours results in the absence recorded as a truancy and is subject to disciplinary action. LVHS Administration has the final decision on attendance issues.

At Lander Valley High School **all absences will be classified as EXCUSED or UNEXCUSED.**

*Absences are defined as follows:*

**EXCUSED ABSENCES will consist of:**

1. **Activity (ACT)** = all students on a school travel list for sports, activities, or academics. All students on a Travel List must be passing 5 classes at the time of the activity with a “C” or better, as well as have no unverified absences in order to be eligible for the activity. The only exception would be an activity for a class, in which the activity counts toward that student's overall grade in the class.  
  
Activity participants must be in attendance the entire day of the activity. For an absent student to participate in an activity on the day of the absence, a verified medical excuse must be provided for the absence by the student.
2. **Medical (MED)** = All students are allowed six medical absences without medical verification. After the sixth medical absence the student must verify the illness with a doctor's note turned into school office personnel.
3. **Guidance/Nurse/Administration (GNA)** = Student absence as a result of visiting the Guidance Office, nurse or administration.
4. **Religious Observance (REL)** = Student is absent as a result of a religious observance including funerals.
5. **Suspension (OSS)** = Student is suspended out-of-school.
6. **In-School Suspension (ISS)** = Student is suspended in-school.
7. **Testing (TG)** = Student is absent from class due to required testing or make-up testing.
8. **The Learning Center (TLC)** = Student is absent from regular classroom working in The Learning Center.
9. **Homebound (HMB)** = documents a student's whereabouts due to extended illness, surgery or treatment program.

**AN UNVERIFIED ABSENCE (UNV) OCCURS WHEN A STUDENT IS NOT IN CLASS AND IT IS NOT ONE OF THE EXCUSED ABSENCES LISTED ABOVE. UNVERIFIED ABSENCES CAN OCCUR EVEN WITH A PARENT/GUARDIAN CALLING IN IF IT IS NOT ONE OF THE LISTED EXCUSED ABSENCES.**

## TRUANCY

By Wyoming State Law, attendance in school is required through age 16 or completion of 10<sup>th</sup> grade.

### Consequences for Truancy

First Truancy: Student conference, parent letter/discipline referral, 60-minute Administrative Detention

Second Truancy: Student conference, parent letter/discipline referral, 60-minute Administrative Detention

Third Truancy & Beyond: Student conference, parent letter/discipline referral and 2 to 10 days In-School Suspension. Students may be placed on a BEHAVIOR CONTRACT.

## BEHAVIOR CONSEQUENCES/EXPECTATIONS

### LANDER VALLEY HIGH SCHOOL PATH TO SUCCESS

Lander Valley High School is pleased to we are a *Positive Behavior Interventions and Support (PBIS) School*. We will actively promote and reward positive behaviors to encourage a safer, healthier and happier school environment and culture. All students will be taught the common expectations of being safe, respectful and responsible and what that looks like in all areas of Lander Valley High. Students are encouraged to meet those behaviors through a reward system. Those students not meeting expectations will go through a re-teaching process and other possible interventions to ensure all students are successful at Lander Valley High and their future endeavors.

**Lander Valley HS PATH TO SUCCESS GRID follows:**



## Lander Valley Path To Success

	ARRIVAL	CLASSROOM	ASSEMBLIES/ FIELD TRIPS	LUNCH	HALLWAY	RESTROOMS
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>ⓂSkateboard, Bikes, Rollerblades stored in lock or rack</li> <li>ⓂBe Alert to traffic on streets and in parking lots</li> <li>ⓂFollow traffic laws and common courtesy</li> <li>ⓂPark appropriately</li> </ul>	<ul style="list-style-type: none"> <li>ⓂUse classroom equipment as instructed</li> <li>ⓂAsk permission to leave room and take hall pass</li> <li>ⓂKnow and follow emergency procedures</li> <li>ⓂKeep hands, feet and all other objects to self</li> </ul>	<ul style="list-style-type: none"> <li>ⓂStay with your class/group</li> <li>ⓂCheck in at assigned times</li> <li>ⓂBe aware of surroundings/potential hazards</li> <li>ⓂSit in designated areas</li> <li>ⓂFollow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>ⓂClean up and/or report spills</li> <li>ⓂPlace backpacks in alcove</li> <li>ⓂKeep hands, feet, &amp; utensils to self</li> </ul>	<ul style="list-style-type: none"> <li>ⓂWalk</li> <li>ⓂKeep hands, feet and all other objects to self</li> <li>ⓂBe aware of surroundings</li> <li>ⓂAlways walk on right side of hallway</li> <li>ⓂYield to others</li> </ul>	<ul style="list-style-type: none"> <li>ⓂUse a hall pass</li> <li>ⓂReport damage or accidents</li> <li>ⓂNo loitering in the restrooms</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>ⓂArrive on time</li> <li>ⓂBring all class materials</li> <li>ⓂArrive to school in appropriate clothing</li> <li>ⓂTurn off phones and put them in backpack before class</li> <li>ⓂRemove hats and headgear</li> </ul>	<ul style="list-style-type: none"> <li>ⓂBe in class and on time</li> <li>ⓂFollow directions and classroom rules</li> <li>ⓂComplete assignments on time</li> <li>ⓂClean up after yourself</li> <li>ⓂEngage in classroom activities</li> <li>ⓂSeek assistance when needed</li> <li>ⓂFollow absence procedures and finish make-up work in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>ⓂFollow Instructions</li> <li>ⓂBring appropriate materials</li> <li>ⓂDress appropriately</li> <li>ⓂClean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>ⓂClean up after yourself; table, floor, tray, and lawn</li> <li>ⓂRecycle, use appropriate bins</li> <li>ⓂOnly take what you will eat and what you will pay for</li> <li>ⓂPush in or stack chairs</li> <li>ⓂStay at school unless cleared to leave</li> </ul>	<ul style="list-style-type: none"> <li>ⓂUse a hall pass</li> <li>ⓂObserve passing time limits</li> <li>ⓂMove toward destination w/ minimal stopping</li> <li>ⓂDon't allow belongings to spill-out into hallway</li> <li>ⓂDo not use electronic devices in hallway during class time.</li> </ul>	<ul style="list-style-type: none"> <li>ⓂUse during passing period when possible</li> <li>ⓂUse closest restroom</li> <li>ⓂWash Hands</li> <li>ⓂLeave restroom clean</li> </ul>

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>ⓂUse appropriate language</li> <li>ⓂObey teacher/staff instructions</li> <li>ⓂRespect teachers/staff and fellow students</li> <li>ⓂBe friendly</li> </ul>	<ul style="list-style-type: none"> <li>ⓂListen and raise hand to speak</li> <li>ⓂRespect school property and others' possessions</li> <li>ⓂAllow others to learn</li> <li>ⓂUse appropriate language</li> <li>ⓂTreat yourself and others with kindness and respect</li> <li>ⓂExercise academic integrity</li> </ul>	<ul style="list-style-type: none"> <li>ⓂPay attention</li> <li>ⓂUse appropriate voice level for the situation</li> <li>ⓂInteract with presenter in the appropriate manner</li> <li>ⓂStay on task</li> </ul>	<ul style="list-style-type: none"> <li>ⓂUse appropriate language</li> <li>ⓂBe polite to lunch staff</li> <li>ⓂUse manners and common courtesy</li> <li>ⓂBe considerate of classes in session</li> <li>ⓂDon't cut the line</li> </ul>	<ul style="list-style-type: none"> <li>ⓂKeep noise to a minimum</li> <li>ⓂRespect others space and belongings</li> <li>ⓂDo not walk as an entire group; stagger and allow room for others</li> <li>ⓂUse manners and be polite</li> <li>ⓂClose lockers quietly</li> </ul>	<ul style="list-style-type: none"> <li>ⓂNo spitting into the sink</li> <li>ⓂRespect school property</li> <li>ⓂRespect others privacy</li> <li>ⓂDo not use the restroom for texting/cell phone use</li> </ul>
----------------------	--	--	---	--	--	--

28

## Lander Valley Path To Success

	<b>Technology</b>	<b>Gym &amp; Locker Rooms</b>	<b>Offices</b>	<b>BUS</b>	<b>DISMISSAL</b>	<b>After-School Tutoring</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>ⓂAccess only appropriate websites</li> <li>ⓂTransport chromebook with screen closed and in approved case, even between classes</li> <li>ⓂKeep work area clean and clear of obstructions</li> </ul>	<ul style="list-style-type: none"> <li>ⓂUse equipment with teacher permission only</li> <li>ⓂKeep hands, feet and all other objects to self</li> <li>ⓂBe aware of Surroundings</li> </ul>	<ul style="list-style-type: none"> <li>ⓂAll medication needs to be given directly to school nurse.</li> <li>ⓂKeep hands feet and all objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>ⓂStay in sight of the bus driver and other traffic</li> <li>ⓂEnter/exit in orderly fashion</li> <li>ⓂKeep aisles clear</li> <li>ⓂNo horseplay</li> <li>ⓂStay seated</li> <li>ⓂKeep hands, feet and all other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>ⓂBe alert to traffic</li> <li>ⓂNo loitering</li> <li>ⓂObey traffic laws and speed zones</li> <li>ⓂBe cautious of others</li> </ul>	<ul style="list-style-type: none"> <li>ⓂFood and drinks in designated areas with permission</li> <li>ⓂFurniture and equipment rules remain same as during class</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>ⓂFollow directions</li> <li>ⓂCare for and protect your chromebook</li> <li>ⓂBring fully charged chromebook to school daily</li> <li>ⓂReport issues to Chrome Depot</li> <li>ⓂCheck school email and announcements daily</li> </ul>	<ul style="list-style-type: none"> <li>ⓂGo to appropriate areas and follow directions</li> <li>ⓂUse designated restrooms</li> <li>ⓂUse assigned locker and lock it</li> <li>ⓂWatch for others while playing</li> <li>ⓂBe prepared with clean gym cloths/shoes</li> <li>ⓂBe on time</li> </ul>	<ul style="list-style-type: none"> <li>ⓂHave a hall pass</li> <li>ⓂReturn from Office promptly</li> <li>ⓂOnly go to nurse when needed</li> <li>ⓂGo to appropriate Office area (i.e.: Registrar for all counseling issues, or Admin for all other issues)</li> <li>ⓂHave barcoded ID available at all times</li> </ul>	<ul style="list-style-type: none"> <li>ⓂFollow directions</li> <li>ⓂKeep belongings to yourself</li> <li>ⓂTake all belongings and trash when you leave the bus</li> </ul>	<ul style="list-style-type: none"> <li>ⓂFollow directions</li> <li>ⓂLeave school building unless going to school activity</li> <li>ⓂTake homework/belongings and trash with you.</li> </ul>	<ul style="list-style-type: none"> <li>ⓂFollow directions</li> <li>ⓂBe prepared &amp; on time</li> <li>ⓂAsk appropriate questions</li> <li>ⓂClassroom expectations remain the same</li> </ul>

<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>®Post and email only school appropriate messages</li> <li>®Be on task and on appropriate sites only</li> </ul>	<ul style="list-style-type: none"> <li>®Demonstrate good sportsmanship</li> <li>®Use, return, and share equipment</li> <li>®Gum/drink/food free zone</li> <li>®Use appropriate language and voice level</li> </ul>	<ul style="list-style-type: none"> <li>®Use your manners, please and thank you</li> <li>®Use appropriate language and voice level</li> <li>®Wait your turn</li> <li>®Use appropriate feedback and ask clarifying questions when speaking to school staff</li> </ul>	<ul style="list-style-type: none"> <li>®Respect the driver, bus and others</li> <li>®Use appropriate language and voice level</li> </ul>	<ul style="list-style-type: none"> <li>®Use appropriate language and voice level</li> <li>®Be respectful to staff, students and others when exiting the building and parking lot</li> </ul>	<ul style="list-style-type: none"> <li>®Respect school property</li> <li>®Be polite to teachers/tutors</li> <li>®Use appropriate language and voice level</li> </ul>
----------------------	---	--	---	--	---	--

## **TUESDAY/THURSDAY SCHOOL**

Tuesday/Thursday School is a student management program that deals with students who fail to comply with school policy and behavior guidelines. The time for Tuesday/Thursday School will be from 3:40 PM to 4:40PM. Failure to attend or satisfactorily complete assigned Tuesday/Thursday School will result in further disciplinary consequences.

## **IN-SCHOOL SUSPENSION (ISS)**

Students who have been suspended in-school will have the opportunity to complete missed/missing assignments. Once the student arrives at school, he/she will report directly to the assigned area until the end of the school day (including lunch & passing periods). Schoolwork will be collected for the student to work on during the assigned time. If the administration has made a determination that no progress is being made toward correcting behavioral problems, the in-school suspension will turn into out-of-school suspension.

In order for the program to retain its integrity as a disciplinary action, it is important for students to remain in ISS. However, students may be allowed to leave under special circumstances agreed upon by the ISS Coordinator and the classroom teacher.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students who have been suspended out-of-school will have the opportunity to complete missed assignments. It is the student's responsibility to obtain assignments (without disrupting classes) and all work is due to teachers one (1) day after returning to school after the suspension. Failure to comply with the above will forfeit credit for work missed during suspension. Students who are suspended are not allowed on campus or at school activities through the full length of their suspension.

Students who receive OSS may receive ISS upon their first day back as a way to ensure a smooth transition back into the building while also giving them the opportunity to catch up on missed assignments. In some cases, the ISS may be increased or reduced according to administrative discretion.

When administration has made a determination that no progress is being made toward correcting behavioral problems, a recommendation may be made to the Superintendent of Schools for expulsion or alternate placement.

## **SUBSTITUTE TEACHERS**

Students are to respect and follow rules of any substitute teacher they may have. Any student who is sent to the office by a substitute teacher with a *Discipline Documentation* form may have additional consequences as per administrative determination.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection must be tempered with modesty. Students may hold hands and hug other students for the purpose of greeting or saying goodbye. Body meshing as a romantic gesture is prohibited. Kissing is prohibited.

## DISCIPLINE INFRACTIONS

### General Principles

- All offenses listed in *LVHS Discipline Grid* are prohibited. The consequences for misbehavior described in the *Grid* are for offenses resulting in a write-up or referral to the Principal's Office by a teacher or other staff member. Consequences listed are minimums.
- **The administrator has the latitude to enforce other reasonable disciplinary actions found to be warranted by the situation. Discipline offenses listed in the LVHS Discipline Grid are NOT ALL INCLUSIVE.**
- Because it is not possible to list every misbehavior that might occur, the administration and staff reserve the right to respond to misbehaviors not included in the *Grid*. The *Grid* is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, paraprofessionals, administrators, and other school staff.
- Graduating seniors must complete any discipline consequences prior to participating in graduation ceremonies.
- Prohibited conduct that is attempted but not completed may subject the student to the same discipline to the same extent as if the inappropriate conduct was completed.
- Parent notification will be made by telephone or letter for all offenses that result in detention or suspension.
- Tutoring hours per week for an expelled Special Education student is determined by the student's IEP.

### RED CARD PROGRAM

The RED CARD program is used when a student has not responded to requests and consequences made by the classroom teacher. The RED CARD program is used when severe, unmanageable behavior occurs and a student must be removed immediately from the classroom. RED CARDS are not intended for use for minor classroom violations. When given a RED CARD by any staff member, the student must immediately report to the Office with the RED CARD. Classroom teachers must follow-up with a phone call to an Administrator, complete and submit the *Discipline Documentation Referral* in a timely manner.

#### RED CARD Consequences:

1. **1<sup>st</sup> Offense:** A conference, Tuesday or Thursday School, return to class, or remain in the Office for the balance of the period.
2. **2<sup>nd</sup> Offense:** A conference with teacher and parents, ISS, or Out-of-School Suspension.
3. **3<sup>rd</sup> Offense:** A conference with teacher and parents may be held, OSS, or a Behavior Contract.
4. Failure to report to the Front Office will render additional consequences.



If you are experiencing or witnessing bullying, contact LVHS administration or submit a tip to safe 2 tell Wyoming.



- Safe 2 Tell Wyoming is a statewide reporting system for students, parents and community members. Safe 2 Tell is completely anonymous and confidential way to report concerns about your safety or the safety of others. You can submit a plan through the website (<http://safe2tell.org>), through safe 2 tell Wyoming app or call 1-844-996-7233.

## **HARASSMENT, INTIMIDATION AND BULLYING (FCSD #1 Policy JICFA , Adopted December 8, 2009)**

Fremont County School District #1 supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Students and staff shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward others.

Harassment, intimidation or bullying of or by students at school 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 person physically or emotionally, damaging a person's property or placing a person in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a person 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 person or group of students.

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

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

Persons who witness or are a victim of harassment, intimidation or bullying shall report that conduct to a teacher, principal, or other school staff member as soon as possible. If the complaining person chooses not to file a written report, the staff member shall ask the person to verbally describe the incident, including the information described above. The staff member who receives the complaint shall request that the person 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 persons involved, to the extent possible. The staff member shall then forward that information in writing, including the person's written report, if any, to the building principal, who shall promptly investigate the complaint, or designate another staff member to investigate the complaint.

Persons 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 an anonymous report of harassment, intimidation or bullying, the staff member shall then forward that information in writing, including the person's written report, if any to the building principal, who shall promptly investigate the complaint, 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 person(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.

When the investigation shows, that a student has or has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), appropriate teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation, including discipline against the person who engaged in the harassment, intimidation, or bullying. If a student reports that they have been harassed, bullied, or intimidated in violation of this policy and no meeting is required by the previous sentence, the principal shall communicate the result of the investigation to the parent(s).

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

Students who engage in harassment, intimidation, or bullying shall be subject to disciplinary action up to and including suspension and expulsion. Each school shall develop consequences and remedial action for students committing acts of harassment, intimidation, or bullying and incorporate them into their student discipline rubric. Counseling, corrective discipline, referral to law enforcement, proven best practice, and/or 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 interventions, 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.

Retaliation or reprisal against a person who make a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. Any student who engages in such retaliation or reprisal against a person who make a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion.

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.

Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

At the start of each school year, every school shall be required to review the district's harassment, intimidation and bullying policy with the students in a manner consistent with their age and education level. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's website in a manner to be determined by the superintendent and/or his 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.

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

**SECLUSION AND RESTRAINT IN SCHOOLS  
(FCSD #1 Policy JLJ, approved December 13, 2011)**

FCSD #1 has a policy on seclusion and restraint of students. This policy (JLJ) can be found on the school district's website at [http://www.landingschools.org/wp-content/DistrictPolicies/Policy\\_JLJ.pdf](http://www.landingschools.org/wp-content/DistrictPolicies/Policy_JLJ.pdf). For questions about the policy, please contact the Building Principal or the District's Special Services Director.

**PERSISTENTLY DANGEROUS SCHOOL – NO CHILD LEFT BEHIND**

Federal regulations define a school to be persistently dangerous if the following condition exists: *In any two consecutive years, the school has experienced expulsions (as defined by the Wyoming State Education Code) for drug, alcohol, weapons, or violence that exceed an expulsion rate of 2% per year of the student body or four students, whichever is higher, as figured from the most currently available year's enrollment.* For the purpose of this definition, a "violent criminal offense" shall mean homicide, rape, robbery, and/or aggravated assault (as defined by Wyoming Violent Index Offenses). This notification is required under NCLB.

ESEA REFERENCE: Title IX, Part E – Uniform Provisions, Subpart 2, Section 9532 (specifically identified as the Unsafe School Choice Option) Public Law 107-110, Section 9531, 115 Stat. 1425., 1984-1985.

**(Please refer to LVHS DISCIPLINE GRID following on pages 35-40.)**



## LVHS DISCIPLINE GRID

SCHOOL-WIDE BEHAVIOR OFFENSES	TUES/THUR SCHOOL DETENTION	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
<b>Lying or giving false info</b> to school employees		✓	✓	✓	✓		✓
<b>Academic dishonesty,</b> plagiarism, cheating, changing of grades	Daily Work	Daily Work Assessments ✓	Assessments ✓	Assessments ✓	Assessments ✓		
<b>+Throwing objects</b> that can cause injury or cause property damage	✓	✓	✓	✓	✓		✓
<b>Unauthorized access/use of computer</b> or computer systems		✓	✓	✓	✓		
<b>Terrorism</b> – intent to commit violence					✓	✓	✓
Promoting or participating in <b>gang related activities</b> , wearing gang or violence related clothing including <i>Insane Clown Posse</i>		✓	✓	✓	✓	✓	✓

**Legend:** + = **Restitution required**

✓ = There will be a consequence. The severity of the incident will determine the exact consequence.

## LVHS DISCIPLINE GRID

SCHOOL-WIDE BEHAVIOR OFFENSES	TUES/THUR SCHOOL DETENTION	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
<b>Vandalism, theft</b> , extortion, coercion, blackmail or possession of stolen property		✓	✓	✓	✓		✓
<b>Inappropriate or profane language</b> , verbal abuse toward another student	✓	✓	✓	✓			
<b>Disrespectful behavior</b> toward staff, profanity, obscene gestures, insolent remarks		✓	✓	✓	✓		
<b>Threats of physical aggression</b> toward staff				✓	✓	✓	✓
<b>Physical assault</b> on FCSD #1 staff					✓	✓	✓
<b>Insubordination or defiance</b> of staff	✓	✓	✓	✓			

**Legend:** + = Restitution required

✓ = There will be a consequence. The severity of the incident will determine the exact consequence.

## LVHS DISCIPLINE GRID

SCHOOL-WIDE BEHAVIOR OFFENSES	TUES/THUR SCHOOL DETENTION	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
<b>Continued willful insubordination, chronic misbehavior</b> or open defiance of staff				✓	✓	✓	
<b>+Pranks/incidents</b> that cause class or school disruptions, clean-up, damage, etc.	✓	✓	✓	✓	✓	✓	✓
<b>Possession, display or handling of weapon</b> or dangerous object				✓	✓	✓	✓
<b>False fire alarms, bomb threats</b> , incendiary fireworks or devices, improvised explosive devices, dummy bomb devices					✓	✓	✓
<b>+Fighting and/or physical assault</b> of another student				✓	✓	✓	✓
<b>Intimidation, bullying or hazing</b>		✓	✓	✓	✓	✓	✓

**Legend:**

+ = Restitution required

✓ = There will be a consequence. The severity of the incident will determine the exact consequence.

## LVHS DISCIPLINE GRID

SCHOOL-WIDE BEHAVIOR OFFENSES	TUES/THUR SCHOOL DETENTION	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
<b>Bus misconduct/LVHS</b> Activity trips		✓	✓	✓	✓		
<b>Careless driving</b>			✓	✓	✓		✓
<b>Failure to attend detention or ISS</b>		✓	✓				
<b>Excessive tardies</b>	✓	✓					
<b>Poor attendance</b>	✓	✓					
<b>Truancy</b>	✓	✓					
<b>Public display of affection, kissing</b>	✓	✓	✓				
<b>Violation of dress code</b>	✓	✓	✓				
<b>Misuse of electronic communication devices</b>	✓	✓					
<b>Inappropriate physical contact</b>		✓	✓	✓	✓	✓	✓

**Legend:**

+ = **Restitution required**

✓ = There will be a consequence. The severity of the incident will determine the exact consequence.



## LVHS DISCIPLINE GRID

SCHOOL-WIDE BEHAVIOR OFFENSES	TUES/THUR SCHOOL DETENTION	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
Possession/transmission of inappropriate text or voice messages or videos		✓	✓	✓	✓		
Misuse of I pods, MP3 players, headphones, earpieces, and other music devices	✓	✓					
Accessing pornography on FCSD #1 equipment/property		✓	✓	✓			
Trespass							✓
Possession/huffing and/or under the influence of alcohol, controlled substance, or any other drug or dangerous substances (FCSD #1 Policy JFCH)					✓	✓	✓

**Legend:** + = Restitution required

✓ = There will be a consequence. The severity of the incident will determine the exact consequence.

## LVHS DISCIPLINE GRID

SCHOOL-WIDE BEHAVIOR OFFENSES	TUES/THUR SCHOOL DETENTION	ISS (1-5 DAYS)	1-2 Days OSS	3-5 Days OSS	6-10 Days OSS	EXPULSION	POLICE &/OR SRO
<b>Distribution of alcohol, controlled substance or any other drug</b> , including a drug prescribed by a doctor or dangerous substances (FCSD #! Policy JFCH)						✓	✓
<b>Possession and/or use of tobacco products or nicotine delivery devices</b>	✓	✓	✓	✓	✓		✓
<b>Constructing/possession of drug paraphernalia</b>					✓	✓	✓
<b>Stalking or harassment</b> (sexual or non-sexual)		✓	✓	✓	✓		✓
<b>Inciting others to violence, disruption or disobedience</b>		✓	✓	✓	✓	✓	✓
<b>Unspecified or other inappropriate behaviors</b>	Administrator Discretion						

**Legend:**

+ = Restitution required

✓ = There will be a consequence. The severity of the incident will determine the exact consequence.

**NOTE: Administration reserves the right to adjust consequences and develop behavior contracts as necessary. School service is an alternative consequence in lieu of detention time. Discipline is NOT AN EXACTING SCIENCE. Each situation is dealt with on the specific merits of the case.**

## **Off Campus Lunch:**

### **Seniors and Juniors:**

Upperclassmen will have the privilege of Off Campus Lunch as long as the following criteria are met.

1. Be on track to graduate On Time
  - a. Junior 12.5 credits
  - b. Senior 18 credits
2. Maintain passing grades in all classes
3. No major behavior violations / referrals
4. Must display a positive attendance habits; ***including returning to class on time from lunch***
5. NO complaints reported from community patrons, merchants, or law enforcement for off-campus behavior during the lunch period.
6. NO citation issued of any kind for off-campus behavior during the lunch period.
7. Submitted an off campus lunch release form to the Office

### **Sophomores and Freshman:**

Underclassmen may have the opportunity to earn off campus lunch through the collection of Tiger Tokens. The earned opportunity acts as an incentive for proper behavior and provides students an opportunity to demonstrate personal responsibility.

- ***PBIS Incentive Users (underclassmen/grades 9-10)*** may earn off-campus privilege with accumulation/payment to Front Office of 200 tokens. (200 tokens = full year off-campus privilege)

**ALL underclassmen that don't have off campus lunch privilege** are to remain on campus at all times including lunch unless the student has been physically signed out by a parent. Violations will result in disciplinary consequences. All students must be in the Commons or in front of the school, visible to staff.

- ✓ **Parents must physically sign students out through the Main Office on the day of the lunch absence.**
- ✓ **Failure to properly sign-out and sign-in during the lunchtime period will result in discipline consequences being applied. Only parents/guardians of the student requesting to leave during lunch can sign the student out.**
- ✓ **Attendance violations during the lunch period will result in discipline consequences.**

## **LUNCH PROGRAM & REFUNDS**

Lunch refunds will be provided when a student moves out of the district or graduates. A school district voucher must include the following: parent's name, mailing address, student's name, parent/student signature, then returned to the Lunch Program Director. A school district voucher may be picked-up at the LVHS Office or at 863 Sweetwater Street. The refund check will be mailed following the school

board meeting where the voucher is approved for payment.

In accordance with the Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).

## **GANG BEHAVIOR**

The Board of Trustees for Fremont County School District #1 believes that a safe and orderly environment is essential to effective teaching and learning. Because the presence of criminal gangs represents a substantial disruption of the physical and psychological environment and a threat to the well-being of students and staff, the Board of Trustees prohibits students from participating in open gang activity and gang-related behavior within the school setting.

Gang behavior is defined as any ongoing organization, association, or group of one or more persons, whether formal or informal, having as one of its primary activities the commission of one or more disruptive or criminal acts; which conduct or promote activities prohibited by law, policy or rules and regulations; which has an identifiable name or identifying sign or symbol; and whose members, individually or collectively, engage or have engaged, in a pattern of such prohibited gang activity.

Individuals who initiate, advocate or promote gang activities which threaten the safety or well-being of persons or property on school grounds or at school related activities or which disrupt the school environment, are harmful to the educational process. Student participating in gang activity will receive discipline consequences and/or criminal sanctions.

Conduct involving initiations, hazing, intimidations, activities of criminal or illegal gangs which are likely to cause bodily danger, physical harm, personal degradation, humiliation resulting in physical or mental harm to students, or intimidation that affects the attendance of other students is prohibited.

## **POSSESSION OR USE OF WEAPONS**

A student's commission of, or participation in, conduct involving a weapon -- to include activities in school buildings, on school property or at school-sponsored events is strictly prohibited. The school, regardless of whether or not legal charges are filed by county officials, will take disciplinary action. Disciplinary action for any student who possesses, uses, transfers, carries or sells a dangerous weapon as defined by Section 6-11-4 (a)(iv) Wyoming Statutes, may include suspension, long-term suspension, or expulsion from school.

"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 intended to be used is reasonably capable of producing death or serious bodily injury, and/or compromises the safety of other individuals.

**Note:** HAVING A LEATHERMAN TOOL OR ANY SIMILAR TOOL IS A VIOLATION OF THE WEAPONS POLICY AND SUBJECT TO THE DISCIPLINE CONSEQUENCES IN ACCORDANCE WITH THE WEAPONS POLICY.

**Parent Note:** Please note that federal and state laws prohibit firearms on school property. Please ensure that your hunting rifles and other firearms are removed from your vehicles and person prior to coming to school property.

## **SEXUAL HARASSMENT**

Sexual harassment is NOT condoned at Lander Valley High School. Sexual harassment is any behavior, words, symbols or objects that are of a sexual or gender-demeaning nature and which are NOT WELCOME. If the purpose is to pressure, intimidate, or make you feel uncomfortable at school or school activities and affect your education in a negative way, **REPORT THE INCIDENT(S) IMMEDIATELY TO A TEACHER, ADMINISTRATOR, COUNSELOR or SOCIAL WORKER.** Appropriate disciplinary action will be taken by the administration.

**Submitting a formal Sexual Harassment Reporting Form:** Students who believe they may have been harassed or intimidated should contact a Counselor, the Title IX Coordinator, the School Nurse, or a Building Administrator. Once a report has been submitted, a confidential and expeditious investigation shall be conducted.

**Confidentiality:** A report of sexual harassment or intimidation and the investigation are to be kept in strictest confidentiality to the greatest extent possible for the protection of all parties involved. All parties' right to privacy will be protected to the extent possible. The District has a compelling interest to provide educational programs in an environment free from sexual harassment and discrimination. Therefore, the District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

**Investigation & Action Procedure:** The District has a procedure in place to investigate and act on all complaints. Each incident will be investigated in a timely fashion.

## **SCHOOL DANCE POLICY**

- Dances are for Lander Valley High School students only.
- Out of school dates will only be allowed if pre-approved by administration through the LVHS Dance Guest Pass Form available in the Office.
- A sign-up sheet for out of school dates will be available in the Main Office.
- Out of school dates must be 19 years old or younger and will be required to complete a *Dance Admittance* form.
- Middle school students are not allowed at any dance.
- All Lander Valley High School rules and consequences contained in this handbook are applicable to dances.
- ID card is recommended for admittance. You must be able to verify you are an LVHS student.
- Students may not enter a dance one hour after the scheduled starting time of the dance.
- Once students leave they may not return to the dance.

## **GRADUATION CEREMONY**

Any student who earns a Diploma or a Certificate of Completion may participate in graduation ceremonies. Participation in graduation ceremonies is a privilege, not a right. High school administration has the authority to establish appropriate behavior and attendance required to participate.

Students who have not earned a Diploma or Certificate of Completion but are within one-half credit of earning either and have enrolled in a summer class to complete the requirements may also participate in the graduation ceremony. Students who earn a Certificate of Completion and choose to remain in school to get additional credit and proficiencies or choose to remain until they age-out may participate in ceremonies only once, either **with their** class or at the completion of their high school career.

## **INTERNATIONAL STUDENTS**

Refer to Fremont County School District Policy IKF- Graduation Requirements, revision adopted May 21, 2013.

## **SPORTSMANSHIP**

### **BEHAVIOR AT ACTIVITIES – SPECTATORS -- Be a class act!**

Students' habits and reactions as spectators determine the quality of sportsmanship that reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at athletic contests or other activities. **ALL** students will demonstrate good sportsmanship, respect and cooperation, respect for the property of the school and the authority of all school officials, and show respect for an injured player and the opposing team. Violators may be removed from the activity, face discipline consequences, and be excluded from future school activities, including games, dances, PROM and graduation.

Students may not attend activities during the day in which they are not directly involved without parental supervision.

## **BEHAVIOR AT ACTIVITIES – PARTICIPANTS**

The Wyoming High School Activities Association rules state that any student receiving an unsportsmanlike conduct penalty will be required to sit out the next competition and complete an unsportsmanlike conduct program before eligibility is reinstated. Tournament play and Jamboree play constitute two (2) games/matches toward the competition penalty.

## **ACTIVITY OPPORTUNITIES ---- Get involved!**

LVHS Students have excellent opportunities to be involved in activities that are designed to enhance their high school experience. Involved students are also higher achievers and tend to be more successful in their adult lives. We have high expectations for our students and remind you that as an activity participant, your behavior should be exemplary at all times and fall well within our CODE OF CONDUCT.

Questions about student activities, facility usage, activity eligibility requirements, activity scheduling, coaching opportunities, and CODE OF CONDUCT issues should be addressed with the Activities Director.

## **CO-CURRICULAR ORGANIZATIONS**

Art Club	Language Club	Military Science
Close Up	National Honor Society	Skills USA
Eagle Whistle	SPEAK	Garden Club
Key Club (Kiwanis)	Tech Club	

## **INTERSCHOLASTIC ACTIVITY OPPORTUNITIES**

The following activities at LVHS are sanctioned by the Wyoming High School Activities Association (WHSAA):

Art	FBLA	Special Olympics
Band	Football	Student Council
Basketball	Forensics (Speech/Debate)	Swimming/Diving
Cheerleading	Golf	Track/Field
Cross County	Journalism (Publications)	Vocal Music
Dance	Nordic Skiing	Volleyball
Drama/Theatre	Soccer	Wrestling

## ACTIVITY CODE/ELIGIBILITY

**The LVHS CODE OF CONDUCT and ELIGIBILITY REQUIREMENTS will apply to all students currently participating or who will participate in athletics or co-curricular activities, and is in effect during the entire academic year plus at times during the year in which students are involved in school-sponsored activities.**

In order to participate in interscholastic activities, students must meet the minimum eligibility standards as set by the WHSAA. LANDER VALLEY HIGH SCHOOL HAS THE FOLLOWING ADDITIONAL EXPECTATIONS REGARDING ACADEMIC ACHIEVEMENT, BEHAVIOR, AND ATTENDANCE:

- ✓ The activity program is an extension of the curriculum and the student's academic experience. Participation in the activity program is a privilege and not a right.
- ✓ Students must maintain a minimum grade of "C" in at least (5) classes and no more than (1) "F" to travel and/or compete/participate. Weekly eligibility checks will be conducted.

If an activity participant falls below the 5 "C" and no more than 1 "F" requirement, he/she will receive a B.A.G. sheet (Behavior, Attendance, Grades). This sheet will allow documentation of the class with a below "C" or more than 1 "F" grade. The activity participant must then visit that/those classroom teacher(s) and make arrangements to bring the grade up to the requirement, verified by the classroom teacher's signature. Completion of the B.A.G. sheet must be done before the activity participant can compete in the next scheduled activity or contest.

*At the end of each semester the student must be on track for graduation as defined by the following:*

*End of grade 9 1<sup>st</sup> semester = 3.0 credits earned End of grade*

*9 2<sup>nd</sup> semester = 6.5 credits earned End of grade 10 1<sup>st</sup>*

*semester = 9.5 credits earned End of grade 10 2<sup>nd</sup> semester =*

*12.5 credits earned End of Grade 11 1<sup>st</sup> semester = 15.5*

*credits earned End of Grade 11 2<sup>nd</sup> semester = 18 credits*

*earned End of Grade 12 1<sup>st</sup> semester = 21.5 credits earned*

If student is not on track for graduation he/she will remain ineligible until such time that their transcript reflects a minimum of the above credit requirements.

- ✓ Activity participants must be in attendance the day of an activity. For an absent student to participate in an activity on the day of the absence, a verified medical excuse must be provided for the absence by the student.
- ✓ The investigation into drug and alcohol related incidents typically are conducted by school administrators and law enforcement officials. These investigations include on- campus and off-campus activities.
- ✓ Activity participants may not use, possess, transfer, or disperse any tobacco products (defined to include electronic cigarettes), alcoholic beverages, or illegal controlled substances (drugs) on or off campus at any time during the school year or at other times during the year in which students are involved in school-sponsored activities.
- ✓ Activity participants are expected to avoid situations/gatherings where illegal substances (alcohol/drugs/tobacco) are being used by underage youth. Activity participants are expected to take actions to avoid situations where illegal substances are present.



- ✓ Activity participants may not confiscate (steal), destroy, or vandalize private or public property. This will include, but not limited to, theft, shoplifting, breaking and entering, vandalism, and any other behaviors that would violate school policy, Municipal, State, or Federal codes or laws.
- ✓ ACTIVITY CODE violations are cumulative for a student's high school career and resulting consequences for violations will carry over from season to season and year to year.

**STUDENT TRANSPORTATION FOR ACTIVITY TRIPS  
(FCSD #1 Policy JFCD Adopted 12/4/90,  
Revised 9/19/95 & 10/15/2013)**

In all extra-curricular activity programs, students will be required to ride to and from the activity in school-provided vehicles unless parents/guardians have obtained approval per the requirements in this policy to transport their children to or from a school-sanctioned activity.

If a student who has an unusual circumstance that prohibits him/her from being transported by school transportation with the rest of the group or team to an activity, the parent must complete the appropriate form and submit it to the Activity Director, Principal or designee prior to the group or team's departure to obtain approval to transport the student to the activity.

If a parent/guardian wishes to transport his/her child home after an activity, it is desired that the parent/guardian complete the form and submit it to the Activity Director, Principal or designee prior to departure on the activity trip. However, in the event a parent/guardian determines during or after the activity that s/he would like to transport the child home, then the proper form must be completed and submitted to the coach or sponsor prior to the team/group's departure to return to Lander.

In the event that a parent/guardian need to have another responsible adult transport a student, then the parent/guardian must meet with the Activity Director or Principal, explain the reason for the request, and complete the request-form in the presence of the Activity Director or Principal. If this protocol is not followed, the student will not be allowed to be transported by an adult who is not a parent or guardian. (In the event of an injury, this requirement may be waived by the Activity Director or Principal.)

The decision to grant or deny the request rests with the Activity Director, Principal or his/her designee.



**NOTIFICATION OF RIGHTS UNDER  
FERPA (FCSD #1 Policy JRA-E  
Adopted: February 18, 2014)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to student education records. These rights are:

- 1) The right to inspect and review a student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of a student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school’s principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue,  
SW Washington, DC 20202-5920

Fremont County School District 1 will make available to the public director information which has been previously published pertaining to students in Fremont County School District 1. Directory information includes the following: Student name, participation in officially-recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees (diplomas) and awards received, the most recent previous educational agency or institution attended by the student, personally identifiable photographs, videotapes, films and other visual media, and personally identifiable interviews, either audio only or audio and visual.

Any parent or eligible student who is unwilling to allow the above described director information to be released must notify the Office of the Superintendent within fifteen (15) days from the date of notice of FERPA rights.

#### **TRANSFER OF SCHOOL DISCIPLINARY RECORDS (20 USC 7165)**

Title IV of the No Child Left Behind Act seeks to provide our nation's schools with a safe and drug-free environment so that teaching and learning are not disrupted and each student has the opportunity to succeed in school. Section 4155 of the Act requires each state to submit an assurance that it has procedures to transfer a student's disciplinary records, with respect to a suspension or expulsion, when the student enrolls in another public or private school.

The Wyoming Department of Education will monitor during on-site compliance reviews for federal programs each district's compliance regarding transfer of suspension and/or expulsion disciplinary records.

#### **FCSD #1 PARENT INVOLVEMENT POLICY (Approved 2/3/04)**

As established by No Child Left Behind legislation, Section 1118(a), Fremont County School District #1 has: 1) developed a policy jointly with parents, 2) received parent approval for the Parent Policy, and 3) distributed the policy to parents. Based on the needs assessment of 2002-2003, FCSD #1 will take the following steps to ensure parent involvement in the educational process:

1. Parents and community members were and will continue to be involved in the development of the Consolidated Grant (including Title I part A, Title IIA, Title IID, Title III, Title IV, Title V, Title VIB Flow Through, Title VIB Preschool, and Perkins) in the following ways:
  - a. Parent school climate survey
  - b. Parent technology survey
  - c. Parents Interested in Education (PIE) groups at each school completed constituent input forms.
  - d. Parents/Community members are asked to serve on committees as needed (ongoing).

2. Schools' and parents' capacity for strong parental involvement will be built by using technical assistance and professional development opportunities.
  - a. The district's website will provide information on district, school, and staff as well as Wyoming State and district academic standards targeted at each grade level.
  - b. Each school in the district will produce and distribute timely newsletters to parents that include pertinent information including how parents can help improve their children's achievement in school.
  - c. Parents will have access to Parent Connect, an online program that will allow parents to get updates on attendance, grades and homework for their child.
3. Opportunities for parent/community involvement will be integrated/coordinated with other programs such as Lights On afterschool programs, opportunities hosted by the Lander Prevention Initiative funded by the State Incentive Grant, and district staff professional development.
4. An annual evaluation process of parental/community involvement will be conducted at the end of each school year. The evaluation will look at barriers to parental/community involvement, level of parental/community involvement, and strategies to increase involvement of all constituent groups. The evaluation will consist of:
  - a. Parent/community surveys
  - b. Parent/community forum discussions
5. Information gathered from the evaluation will be used to:
  - a. Plan the school calendar
  - b. Develop targeted strategies to increase parental/community involvement
  - c. Revise the parent/community policy as needed
6. Parents/community members are enabled to play these key roles:
  - Teacher
  - Supporter
  - Advocate Decision maker

### **FCSD #1 VOLUNTEERS**

Individuals who volunteer to share their time, talents, knowledge, and efforts with students provide a valuable service to the District. However, it is the District's responsibility to ensure that student safety is the primary consideration as volunteers are approved.

All volunteers will be asked to complete the District's "Volunteer Information Form" which will also include the "Code of Conduct for Volunteers". All individuals who volunteer to assist with school activities on a regular basis: whose volunteer work will allow them to be alone with students; who will accompany students on an overnight trip, to a sports event or field trip off campus; or who coach for more than five days during a season must undergo screening through a nationwide database.

The results of the screening will be submitted to the Superintendent of Schools and will remain confidential to the greatest extent possible. The District retains the right to reject or refuse the offer of any person to serve as a volunteer at any time for any reason or no reason at all.

**THE DOCUMENTATION RE/BACKGROUND CHECKS FOR VOLUNTEERS WAS APPROVED BY THE FCSD #1 BOARD OF TRUSTEES OCTOBER 18, 2011. VOLUNTEER INFORMATION FORMS ARE AVAILABLE AT THE LVHS OFFICE.**

## **CHILD IDENTIFICATION & 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 that your student may have a disability that negatively impacts progress in school, programs and services may be available to assist the student. Fremont County School District #1, 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 and services, students must first meet state and federal guidelines for eligibility as outlined in the Individuals With Disabilities Education Act, Amended July 4, 1997. Students that are identified as a student with a disability are entitled to a free, appropriate public education that includes special education and related services. For more information on how to access these programs and services, contact the building administrator, school counselor or Director of Special Services for Fremont County School District #1.

### **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:

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

In order to fulfill its obligation under Section 504, Fremont County School District #1 recognizes a responsibility to avoid discrimination in policies and practices regarding its 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, notice of development of a plan, and notice of a significant change in 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 a hearing with an impartial hearing Officer.

### **PPRA NOTICE & CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Lander Valley High School to notify you and obtain consent or allow parents/guardians to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent.
2. Mental or psychological problems of the student or student's family.

3. Sexual behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers.
7. Religious practices, affiliations or beliefs of the student or parents.
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

### **OCR NOTIFICATION/OFFICE OF CIVIL RIGHTS**

Fremont County School District #1 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, sexual orientation, veteran status, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. FCSD #1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning Title VI, Title IX, ADA, and Section 504 may be referred to the Assistant Superintendent for Curriculum & Assessment (who is also the Coordinator for the Office for Civil Rights), Fremont County School District 1, 863 Sweetwater Street, Lander, WY 82520 or telephone (307) 332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2<sup>nd</sup> Floor, Hathaway Building, Cheyenne, WY 82202-0050, or telephone (307) 777- 6218; or Office for Civil Rights, U.S. Department of Education, Region VIII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; Telephone (303) 844-4303; TDD (877) 521- 2172; E-mail: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)  
The District hires only U.S. citizens and lawfully authorized alien workers.

### **EQUAL EDUCATIONAL OPPORTUNITIES AND GRIEVANCE PROCEDURE (FCSD #1**

#### **Policy JBMB, revisions adopted December 18, 2012)**

Fremont County School District #1 does not discriminate against students on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, pregnancy, parenthood, marital status, or disability in admission or access to its educational programs or activities. FCSD #1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Any student of this district who believes she/he has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of the aforementioned protected categories or has been adversely affected by a violation of any of the aforementioned laws may first meet to try to resolve the issue with the person(s) who is(are) perceived to be responsible for the issue. If the student meets with the person(s) who is(are) perceived to be responsible for the issue and the alleged grievance is not resolved satisfactorily at the informal meeting, a school district student may initiate a formal complaint by completing an “EQUAL EDUCATIONAL OPPORTUNITIES COMPLAINT/GRIEVANCE PROCEDURE FORM” (see JBMB-E) and provide supporting statements and evidence in describing the specific nature of the complaint. Students who do not choose to try to resolve the complaint informally may complete the aforementioned form. The completed form is to be presented to the Assistant Superintendent for Curriculum & Assessment at 863 Sweetwater Street, Lander, WY, 82520, within fifteen school days of the date upon which the

complainant learned of the circumstances upon which the complaint is based. (The Assistant Superintendent may be reached via telephone at (307) 332-4711). In the event the complaint is against the Assistant Superintendent for Curriculum & Assessment, the completed form may be filed with the Assistant Superintendent for Business Services at the same address. Please refer to complete copy of FCSD #1 Board Policy JBMB and JBMB-E on the School District website: [www.landingschools.org](http://www.landingschools.org)

### **FCSD #1 HOMELESS ASSISTANCE NOTICE**

Pursuant to the No Child Left Behind Act of 2001, the purpose of this notice is to provide you with information regarding the general rights provided by Title X, Part C(b).

If your family has become homeless during an academic year or between academic years, your child shall continue to attend the school he/she has been attending for the duration of the family's homelessness. If the family becomes permanently housed during the academic year, the child shall remain in the school in which he/she is already attending.

You may enroll your child in any public school attended by non-homeless students who live in the same attendance area in which your child is actually living and eligible to attend. If you wish to enroll your child in a different school than the one he/she is currently attending, you must notify the local homeless liaison in writing of your desire to enroll your student in another school in which he/she is eligible to attend.

Information about the identification process and specific services is available from the schools and the local homeless liaison. Contact information for the local homeless liaison is available at each school and on the district website.

### **SEX OFFENDERS ON SCHOOL PROPERTY**

Pursuant to Wyoming Statute 6-2-320, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

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

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

The District shall inform its staff and students/parents by notice published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school in the school district by contacting local law enforcement (police or sheriff's department) having jurisdiction over the school campus as required by W.S. 7-19-303(h).

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Fremont County School District One has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in July, 2010, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further required an asbestos management plan to be in place by July 1989. Fremont County School District One developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Lander Valley High School contains no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required. The Bob Carey Memorial Field House has some floor tile that contains asbestos. The floor tile is not considered a health risk due to the fact that the asbestos is intact and undisturbed. It is the intention of Fremont County School District One to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in Lander Valley High School maintenance Office during regular business hours. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to the District Office at (307) 332-6703.

