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ANDER MIDDLE SCHOOL

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STUDENT HANDBOOK  
2018-19

# HOME/SCHOOL COMPACT

## Parent Agreement

I believe that my child's success in school is very important and I understand that my participation will have a direct impact on his/her attitude and beliefs about the importance of education in his/her life. I will encourage my child by:

1. Supporting the school and teachers' homework, discipline and attendance policies.
2. Attending school functions such as Open House, conferences and other programs whenever possible.
3. Helping my child in any way possible to meet his/her responsibilities such as providing a quiet place for homework, reading with my child, setting aside a time to do homework, etc.
4. Keeping an open line of communication with Lander Middle School through partnerships, volunteerism and a willingness to participate actively in my child's education.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Agreement

I believe I will reach the goals I have for myself, because I care about my education, and I know that I am the one responsible for my success. I pledge to:

1. Come to class on time, ready to learn with necessary tools for learning.
2. Complete all assignments to the best of my ability.
3. Ask for help when I need it and treat failures as a new starting point, not an ending.
4. Help create an environment of respect for, attention to, and acceptance in my class and school.
5. Have a regular study time each day for homework and reading.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Teacher Agreement

I believe in the importance of academic achievement; therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Set high expectations for students and expect high standards of learning from students.
2. Provide a positive learning environment for all students.
3. Accept students where they are and help them reach their full potential.
4. Be responsible for teaching the adopted curriculum.
5. Understand my role in the cooperative effort between parents, student, teachers, and community.
6. Provide an atmosphere of mutual respect.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## MISSION

“The LMS community works together to motivate and challenge ALL students to become confident, independent learners.”

## VISION

Our vision is to become a professional learning community that plans and implements a dynamic and vibrant curriculum which meets the varying needs of the adolescent learner.

## VALUE STATEMENTS

- We value clear goals and high expectations for student achievement which guide a relevant, challenging, integrative and exploratory curriculum.
- We value flexible delivery of essential curriculum to meet the varying developmental needs of our student population.
- We value mutual respect and responsible behavior from all members of the school community.
- We value nurturing a positive attitude toward learning.
- We value an inviting, supportive, and safe environment for all members of the school community.

## LANDER MIDDLE SCHOOL COLLECTIVE COMMITMENTS

<b>1. Create focus on learning:</b>	We will develop curriculum and instructional strategies that utilize various resources which will promote active involvement of students, provide for their varied experiences, as well as individual abilities and talents.
<b>2. Build, support and nurture a culture of collaboration</b>	We will work as a collegial community, share in strengths and weaknesses while acting in a professional manner with integrity and honesty and will develop relationships characterized by caring and respect.  At LMS we will continue to seek creative ways to celebrate each other, this includes students and staff.
<b>3. Clear on what students must learn</b>	We will provide a challenging, rigorous, and developmentally appropriate curriculum which addresses individual student needs, is focused on academic growth, and is based on best practices and current research.
<b>4. Constantly measuring student effectiveness</b>	We will monitor student learning and growth through continuing assessments, which allow students multiple ways of demonstrating mastery, are meaningful, and just. We will use assessment information not only to monitor students growth but also to guide our instruction and to inform parents.
<b>5. Response to Student Learning</b>	We will share resources, communicate knowledge, provide strategies and monitor progress on a regular basis in order to positively impact student achievement.  We will regard ALL students as OUR students.

## SCHOOL IMPROVEMENT GOALS

**Increase academic achievement and performance for all students.**

**Improve the climate and culture of Lander Middle School.**

### SIX TRAIT WRITING

#### **CONTENT is Clear, Interesting, and Original**

- Written from writer's experience
- Written with good insight (sense of the world, people, situation)
- Writing is enlivened, spontaneous, from a fresh perspective
- Writing is supported with details, research, concrete examples
- Primary and secondary ideas are developed

#### **ORGANIZATION Helps to Clearly Convey the Message**

- Details fit where they belong
- Clear sense of beginning and ending
- Transitions work well (with paragraphs, as a whole)
- Organization flows smoothly

#### **VOICE of the Writer Accomplishes the Purpose**

- Reader feels an interaction with the writer
- Paper is honest, sincere
- Writing is natural and compelling
- Tone is appropriate and consistently controlled
- Writer's enthusiasm is evident

#### **WORD CHOICE is Consistent with the Purpose**

- Words are specific, accurate, and suited to the subject
- Words are lively, powerful, give energy
- Vocabulary is appropriate for the purpose and audience
- Figurative language is used when appropriate

#### **SENTENCE FLUENCY Helps the Paper Read Smoothly**

- Sentence structure clearly conveys meaning
- Writing sounds natural and fluent
- Sentences are appropriately concise
- Varied sentence structure and length

#### **The Writer Displays Skillful Writing CONVENTIONS**

- Grammar is appropriate (noun-verb and noun-pronoun agreement)
- Punctuation is appropriate
- Spelling is generally correct
- Usage is generally correct
- Paragraphing is appropriate

# ACADEMIC INFORMATION

## Grading System

Students will be graded using the standards referenced grading system. Scores will be reported using 4, 3, 2, 1, or 0 for each subject area assignment and common assessments. Assignment and assessment scores will be taken for each standard. Recent scores will be weighted more than older scores. Scores for each standard within a subject will be averaged to produce an overall score for that subject. Please refer to the [Fremont School District #1 Grading Handbook](#) for more information.

## Study Hall/Lights On

We at Lander Middle School are very concerned about our students' academic progress. When we have students who are experiencing difficulty in a class or classes, they are recommended for after-school study rooms. Study rooms are held Monday, Tuesday, and Thursday from 3:20 - 4:20. **All students may attend if they wish.**

## Report Cards

Grades will be issued for each 12 week trimester. Parents may access grades and information on their student at any time through the Parent Portal. Please see the school's website, <http://www.landerschools.org>, for directions on its use; you may sign up for access through the front office.

# **STUDENT EXPECTATIONS**

## **Student Responsibilities**

1. Must be at school unless properly excused by a parent.
2. Must check out and check in through the office when leaving the school during school hours. If you become ill during the school day, you must check into the front office before calling parent to come pick you up.
3. Be on time to all classes.
4. Show respect and courtesy for self and others.
5. Take care of school property. Fines will be imposed for lost or damaged school material and equipment.
6. Be cooperative with all school personnel.
7. Help make the school a good learning environment for everyone. Disruptive behavior will not be tolerated.
8. Take care of personal belongings and leave other people's things alone.
9. The following, when brought to school, are cause for immediate disciplinary action: alcohol, tobacco products, drugs, pills or other medications (except those to be administered by the nurse), weapons, and any other dangerous or harmful items.
10. Permanent markers should not be brought to school. If they are needed for a class project, the school will provide them.
11. Students are expected to dress appropriately for school and follow the established dress code. Clothing promoting drugs, alcohol, or other inappropriate activities is unacceptable.
12. Keep hands, feet, and other objects to oneself.
13. Throwing of snowballs or giving snow baths is not permitted.
14. Refrain from any type of violent behavior; we have a zero tolerance policy.
15. All electronics (including iPods and phones) should be turned off during class time.

**It is our hope that everyone attending will abide by these rules. Let's have a pleasant year!**

## **Hall Behavior**

**As students pass from class to class during the day, certain behavior is expected in the halls and academic pods:**

1. Keep hands, feet, and all other objects to yourself.
2. Keep your voice low.
3. Use courteous behavior when passing people in the hall.
4. No public displays of affection.
5. Use appropriate and courteous language.
6. Walking is allowed - running is not.
7. Hallways should be cleared by 3:30 unless a student is under direct supervision of a staff member. After 3:30, students remaining in the school will be placed into a study room.
8. No open drinks allowed in the hallways or lockers.
9. All students must have a teacher's hall pass in his/her possession in order to be in the halls when classes are in session.

## Dress Code

School Board Policy JFCA states: All students shall dress and groom themselves in such a manner so as not to create a safety hazard or to disrupt or distract from the educational process and activities of the school.

**Students are required to adhere to the following:**

Guideline	YES	NO
Footwear is required at all times per Wyoming State Department of Health requirements. Footwear should have adequate traction.		
Any clothing item or accessory that is deemed by school officials to advocate, represent, promote or advance gang activity, violence, racism, sexual behavior, obscene language, alcohol, drug usage or distribution of is prohibited.		
Students must remove their hats while in the building (this includes hoods and bandana/scarves).		
Coats or other heavy outerwear cannot be worn to class; they must be left in the lockers. Trench coats are not permitted to be worn at school.		
Spiked belts, chains or look-alike chains, neck, wrist and ankle bracelets are not permitted.		
Short, skirt, and dress lengths must be at least mid-thigh.		
Clothing that exposes cleavage; a bare midriff or bare back is not permitted.		
Undergarments should not be exposed in any way.		

## **Tardiness**

Tardiness is not acceptable because it disrupts class. Students are expected to be in class and ready to work every period. Students will be considered tardy if they are not in the classroom prepared for class when the bell rings.

### **Classroom consequences for being tardy to class periods 1-8:**

Tardies per class:

- |    |                        |
|----|------------------------|
| 3  | Lunch Detention        |
| 4  | After School Detention |
| 5+ | Parent Meeting         |

## **Drugs/Alcohol/Tobacco**

Smoking and/or possessing of tobacco or nicotine delivery devices (E-Cigarettes) in the school building, on school grounds, or at school events is prohibited. In addition, the possession and/or usage of any alcoholic beverage, narcotic, controlled drug (other than prescription drugs administered by nurse) is strictly prohibited. Failure to comply with this rule will result in disciplinary action and may include expulsion.

## **Drug Dog/Video Surveillance**

Lander Middle School may use a DRUG DOG and VIDEO SURVEILLANCE periodically as a deterrent for drugs in school and to assist in maintaining a safe and orderly learning environment.

## **Truancy**

A student who is absent without the consent of his/her parents and/or the school officials is truant. Truancy will be considered cause for disciplinary action. A student is truant if he/she:

1. Leaves school without obtaining a pass from the school.
2. Leaves school at lunchtime without a pass.
3. Is absent without permission from his/her parents.
4. Is absent from individual classes without permission.
5. Obtains a pass to go to a certain place and does not report there.

# DISCIPLINE POLICIES

## Procedures

We believe that students are capable of abiding by reasonable rules. We also feel that each individual is responsible for his/her actions.

Lander Middle School operates on the philosophy that normal classroom attendance and participation is educationally sound and essential to the welfare of the students. School rules are established to promote that kind of educational environment. If a student must have disciplinary action taken against him/her for violation of school rules, it is desired that the action shall be administered in a manner that minimally disrupts the educational program of that particular student, but effectively brings about positive behavioral changes.

The following actions or others as deemed necessary may be enforced for infractions of school rules:

- Student-teacher conference
- Time-out in the office (followed by conference with teacher)
- Student-teacher conference after school in teacher's classroom
- Parent-teacher contact
- Student-principal conference
- After-school detention
- Parent-principal contact
- Suspension of specific privileges
- Student-parent-counselor conference
- Student-parent-principal-teacher conference
- Tuesday/Thursday school
- In-school suspension (ISS)
- Out-of-school suspension from school (OSS)
- Expulsion (with hearing with the Board of Education)

## Time-Out

There are times during the school day when teachers need to remove a student from a particular class setting for behavioral reasons. By the same token, the severity of the infraction does not always warrant suspension. Under this plan, we will continue to have a "time-out" policy where a student can be removed from a class for inappropriate behavior and sent to the office. Any student sent to the office for time-out may also be assigned to detention or receive other consequences. In any case, whenever a teacher removes a student from class, even temporarily, that teacher and student must have a conference before the student will be allowed to return to that teacher's class.

## After-School Detention

Detention will be held Monday, Tuesday, and Thursday nights from 3:20 to 4:20 p.m. Parents will be notified 24 hours before the detention is to be served. Students will have to make arrangements with parents/guardians for transportation from detention prior to serving the detention. An unexcused absence from detention or removal from detention for misbehavior during detention will result in additional Tuesday/Thursday school or another discipline consequence.

Students may be assigned but are not limited to a detention for any of the following reasons: disrupting a class by excessive talking or other reasons; hitting or shoving another student; using profanity or vulgarity; not following a teacher's request; exhibiting behavior that interferes with teaching and/or student learning; public display of affection in school, or on school grounds, or at a school activity; destroying property; talking back to a teacher; bothering or threatening another student; throwing snowballs or other inappropriate objects; running, pushing, shoving, etc. in the hallways; not being prepared for class; spending an excessive amount in time out; continually being tardy; or other similar behaviors.

Students involved in school athletics who have been assigned to after-school detention may attend practice after serving the detention that day. Detentions will be served in the detention room only unless other arrangements have been made with an administrator.

### **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 ISS area of the main office and remain there 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 administration has made a determination that the student is not completing provided work or is misbehaving while in ISS, the in-school suspension will become out-of-school suspension.

### **Out-Of-School Suspension (OSS)**

Students who have been placed on out-of-school suspension will have the opportunity to complete missed assignments. It is the student's responsibility to obtain assignments (without disrupting classes). All work is due to the teacher immediately upon completion of OSS. Failure to comply with the above will forfeit credit for work missed during suspension. When administration has made a determination that no progress is being made towards correcting behavioral problems, a recommendation may be made to the Superintendent of Schools for expulsion.

## Rule Definitions

**Academic Dishonesty:** Cheating and plagiarism.

**Aggressive physical contact:** Bumping, pushing, grabbing, tripping, etc.

**Aggressive physical contact (Severe):** Punching, kicking, and physical sexual contact. Any physical contact of an aggressive nature.

**Clothing Coverage:** Clothing that exposes undergarments, cleavage, a bare midriff, bare shoulders, or bare back is not permitted.

**Defiance/Insubordination:** (Active Refusal) Refusal to follow any reasonable request by school personnel in a timely manner.

**Inappropriate Dress:** All students shall dress and groom themselves in such a manner so as not to create a safety hazard or to disrupt or distract from the educational process and activities of the school (reference page 8 in student handbook).

**Inadvertent Profanity or Obscenity:** Swearing, cursing or vulgar language that is not directed toward another individual.

**Non-Compliance:** Passive refusal to complete any reasonable request by a school staff member in a timely manner. Examples: turning in work, habitually unprepared, not showing up for assigned study hall.

**Peer Problems:** Friendship conflicts NOT involving name calling, systematic exclusions, rumors, or threats.

**Profanity or Obscenity:** Swearing, cursing or vulgar language directed at an individual or staff member.

**Public Display of Affection:** Handholding, kissing, hugging.

**Racial/Ethnic Slurs:** Any attack on the integrity, validity, or viability of one's race, or ethnic, religious, or cultural make up by either verbal or non-verbal means including comments, signs, symbols, gestures or other avenues of communication.

### **Rude Comments or Body Language towards Others**

**Sexual Harassment/Sexual Comments:** Unwelcome, unwanted or sexually oriented verbal or physical conduct of a sexual nature.

**Social Exclusion:** Telling someone else not to sit, work, or play with others, starting rumors.

**Threats/Extortion:** An expression of an intention to inflict pain, injury, or punishment.

**Theft/Stealing:** Taking something without permission that does not belong to you.

**Vandalism (low level):** Causing damage to or destroying school or private property, using graffiti on school and/or private property (initials, slogans, or drawings) on a sidewalk, wall or restroom, etc. (damage that is fixable, temporary or restorable by student).

**Vandalism (high level):** Causing damage to or destroying school or private property, using graffiti on school and/or private property (initials, slogans, or drawings) on a sidewalk, wall or restroom, etc.

## Lander Middle School Discipline Progression Guidelines

(Note: These are guidelines and actual consequences may vary depending on circumstances.)

OFFENSES (RED)	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	HABITUAL DISOBEDIENCE
Aggressive Physical Contact (Severe) Punching, Kicking	Notify Police 2 Day OSS	Notify Police 3 Day OSS	Notify Police 5 Day OSS	Notify Police Recommendation for Expulsion
Bus Behavior Infractions (follow bus rubric)	Warning	1 Day Bus Suspension	3 Day Bus Suspension	Loss of Bus Privileges
Disruption of Entire School	1 Day OSS	2 Day OSS	3 Day OSS	5 Day OSS
Alcohol	Notify Police, 2-10 Days OSS with possible Recommendation for Expulsion			
Drugs	Notify Police, 5-10 Day OSS with possible Recommendation for Expulsion			
Inciting Others to Violence	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS
Insubordination/Defiance	(2) 1 Hour Detentions	1 Day ISS	2 Day ISS	3 Day ISS
Missing Teacher Assigned Detention	(2) 1 Hour Detentions	1 Day ISS	2 Days ISS	1 Day OSS
Missing Tuesday/Thursday School	1 Day ISS	2 Days ISS	3 Days ISS	1 Day OSS
Profanity or Obscenity	1 Hour Detention	(2) 1 Hour Detentions	1 Day ISS	2 Days ISS
Sexual Harassment / Sexual Comments Racial / Ethnic Slurs	Refer to Guidance Dept. 1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS
Theft / Stealing	Notify Police (2) 1 Hour Detention Restitution	Notify Police 1 Day OSS Restitution	Notify Police 3 Day OSS Restitution	Notify Police 5 Day OSS Restitution
Threats / Extortion	Notify Police 2 Day OSS	Notify Police 3 Day OSS	Notify Police 5 Day OSS	Notify Police Recommendation for Expulsion
Tobacco or Chew Products or Nicotine Delivery Devices	Notify Police (2) 1 Hour Detentions	Notify Police 1 Day ISS	Notify Police 1 Day OSS	Notify Police 2 Day OSS
Truancy	(2) 1 Hour Detentions	1 Day ISS Notify Truancy Officer	1 Days ISS Notify Truancy Officer	3 Days ISS Notify Truancy Officer
Vandalism	Notify Police Restitution (2) 1 Hour Detentions	Notify Police Restitution 2 Days ISS	Notify Police Restitution 1 Day OSS	Notify Police Restitution 2 Days OSS
Weapons (consequence depends upon type of weapon and reason it was at school)	Notify Police 5-10 Day OSS Recommendation for Expulsion			
Bullying/ Intimidation	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS

## LANDER MIDDLE SCHOOL DISCIPLINE PROGRESSION GUIDELINES

(Note: These are guidelines and actual consequences may vary depending on circumstances.)

OFFENSES (YELLOW)	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	HABITUAL DISOBEDIENCE
Academic Dishonesty	Assigned work done in Detention	Assigned work done in Detention (2)	Assigned work done in ISS	Assigned work done in ISS (2 Days ISS)
Aggressive Physical Contact (bumping, pushing, grabbing, tripping, etc.)	Detention	(2) 1 Hour Detentions	1 Day ISS	2 Days ISS
Classroom / Hall Disruption	Detention	(2) 1 Hour Detentions	1 Day ISS	OSS
Electronic Equipment (Turn into office)	Loss of Equipment Returned to student at end of day	Loss of Equipment Returned to Parent	Loss of Equipment Returned to Parent Insubordination	Returned to Parent Insubordination
Excessive Tardies / Detentions	2(1Hour) Detentions	1 Day ISS	1 Day ISS	2 Days ISS
Inadvertent Profanity or Obscenity	Detention	2(1Hour) Detentions	1 Day ISS	ISS
Inappropriate Dress, Clothing Coverage	Violation Discussed Change Clothes Parent Contact	1 Hour Detention Change Clothes	2(1Hour) Detentions Change Clothes	1 Day ISS Change Clothes
Non-Compliance	Detention	2(1Hour) Detentions	ISS	ISS
Public Display of Affection	Detention	2(1Hour) Detentions	1 Day ISS	2 Days ISS
Rude Comments or Body Language Towards Others	Detention	2(1Hour) Detentions	1 ISS	2 Days ISS
Social Exclusion	Refer to Guidance Dept.	1 Hour Detention	2(1Hour) Detentions	1 Day ISS
Theft / Stealing (low level) Vandalism (low level)	1 Hour Detention Restitution	2(1Hour) Detentions Restitution	1 Day ISS Restitution	1 Day OSS Restitution

## STUDENT ABSENCES AND EXCUSES (JE-R)

The Board of Trustees of Fremont County School District One accepts the responsibility for providing district students with the best possible education.

Regular attendance by all students is of prime importance in the educational process and their ability to maximize the effectiveness of the school's educational program. Therefore, it is the responsibility of the student to attend all classes and to keep absences to an absolute minimum. Accountability for all absences lays with the student and his/her parents or guardians.

The parent or guardian of the student should verify/excuse the student's absence on the day of occurrence and if the necessity should arise for a long-term absence, the parent or guardian will make prior arrangements with their student's respective building principal or attendance officer.

Any absence that is not verified/consented to by the parent/guardian providing either written or verbal consent to the student's school within forty-eight (48) hours of the absence will be deemed unexcused regardless of whether or not the absence would otherwise have been excused if proper notice had been given. In order to confirm the identity of a parent desiring to excuse a student by telephone call, the school may ask for additional identification information.

The purpose of this regulation is to bring about regular attendance, to define unexcused absences and to regulate and define habitually truant behavior.

All students enrolled in Fremont County School District Number One will be expected to be present for classes unless properly excused. To be considered an excused absence, the absence must:

1. be a medically verified absence;
2. be due to religious observances;
3. be to attend a funeral/bereavement;
4. be not more than six (6) absences in a semester which are not excused for any of the above reasons; or
5. absences exceeding six (6) which are otherwise not excused resulting from exceptional circumstances with written pre-approval by the Principal.

All other absences shall be considered unexcused. A student is considered truant (unexcused) when he/she is absent and the reason for the absence does not meet one of the above categories or if the absence has not been verified within 48 hours. If a student has accumulated five (5) or more unexcused absences in a year, the student will be classified as a "habitual truant".

In order for an absence to be medically verified, parents/guardians must within forty-eight (48) hours of the absence, contact the School District health office and have the absence approved by the school nurse or provide the School District with verification from either Public Health or a doctor verifying the medical need for the absence.

Students who have arrived tardy to school more than ten (10) times in a semester will also be deemed habitually truant.

If a student is habitually truant, the student and student's parents shall be referred to the County Attorney as required by State law, but may be given the option of addressing the absence problem with the Student Attendance Review Board (SARB). The Truancy and Dropout Prevention Coordinator will notify the Superintendent and parents that the SARB and County Attorney have been contacted regarding the habitual truancy of students who have not attained their sixteenth birthday or completed the tenth grade. Parents who elect the option of dealing with the SARB rather than the County Attorney and the criminal process will be required to execute appropriate waivers and releases allowing the School District to share attendance and grade information with the SARB in order that they can meet with the student and parents to work out an appropriate resolution to the attendance problem. The School District will in a separate Memorandum of Understanding set forth an agreement as to the appropriate parties to constitute the SARB and the responsibilities of each of the parties constituting the SARB as well as the student and parents who agree to address the student's attendance problems utilizing the SARB.

School administration may challenge any nonfactual/questionable excuses if there is reliable information that the student was not sick as reported or not where the parent/guardian indicated the student was as stated in the written, verbal or telephoned excuse during the school hours the absence occurred.

Extenuating circumstances to this regulation may be reviewed by the building administrator.

Legal references: WS 21-4-102, WS 21-4-103, WS 21-4-104, WS 21-4-105, WS 21-4-106, WS 21-4-107. Adopted: May 2010

## **Absence Reporting**

Attendance is a concern for all of us. A parent/guardian must report a student's absence or if their student is going to be late, by calling the school office (332-4040) between 7:30 a.m. and 8:30 a.m. on the day of the absence. The information given to the secretary should include: student's name, reason for the absence, and the relationship of the person reporting the absence. If you cannot call during office hours, you may leave a voice message by calling 332-4040.

When no telephone call is received, the school office will attempt to call a parent to verify the absence. In the event that no one can be reached, the student must bring a written excuse from his/her parent/guardian on the day he/she returns to school. Failure to report an absence by phone or written excuse within 48 hours will result in the absence being recorded as an unexcused absence (truancy).

If it is necessary for a student to be excused for a period of time during the school day, a parent must notify the office, either by telephone or by written excuse. Notification should include the specific time span of the absence and the reason for requesting the release. The student must check through the office before leaving the school grounds and must report back to the office upon his/her return to the building. **Please try to schedule all dentist, doctor, and hair appointments before or after school.**

## **Homework Hotline**

Please visit the Lander Middle School web link on the District's website, [www.landerschools.org](http://www.landerschools.org). Go to the Lander Middle School home page and choose the homework hotline option on the right. If a student has missed a day of school, this is an excellent place to get information needed to stay caught up. If you do not have access to the Internet, call the front office at 332-4040 and we will provide you with the information.

## **Make-Up Work**

A student has one day to make up work missed for every day of absence not counting the day of return. Exceptions may be made for extended illnesses, etc. Students will be given the opportunity to make up work missed for all absences. When a student is absent from school, he/she is not eligible to participate in any after school activities that day or on the weekend that follows if on a Friday.

Parents wanting make-up work for students absent for an extended period of time may come to the office to receive a print-out of the Homework Hotline and any specific assignment from the teachers. That can be done any time between the hours of 7:30 a.m. and 4:00 p.m. Parents/guardians are requested to please follow up with students to ensure that all make-up work is completed.

## **Checking Out of School**

When a student moves out of the district or leaves school for any other reason, it is necessary for the student to "Check Out" on their last full day of school. The office should be given 24 hours' notice so that grades can be obtained, books can be checked in properly, and fines can be settled.

# SERVICES AVAILABLE TO STUDENTS

## FCSD#1 Food Service Meal Price Notification for 2017-2018

Breakfast \$1.50, Lunch \$2.75, Extra Milk \$.40

Reduced priced meals: Breakfast \$.30, Lunch \$.40, Extra Milk \$.40

### Breakfast

Breakfast will be served from 7:40-7:55 a.m. Food Service account numbers are accepted at breakfast.

### Lunch

A nutritious lunch is served every day in the cafeteria. Students will be issued a personal Food Service account number to which all of their payments can be credited.

Only the person to whom account numbers are issued may use the account number. Students may not borrow Food Service account numbers from other students. Students caught trying to use someone else's account will be subject to our discipline procedures.

Checks for Food Service account should be made out to Lander Middle School. We do not cash checks or give change. Once students have exhausted all money applied to their account they must replenish credit.

### Lunchroom Guidelines

1. No more than seven (7) people will be allowed at each table. Rearranging of chairs is not permitted.
2. Keep hands, feet and objects (i.e. food, etc.) to yourself.
3. Leave your lunch area as clean as or better than when you came.
4. No food or drinks are permitted to be taken out of the lunchroom.

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).

## FCSD#1 Food Service Meal Price Increase Notification

**Ala Carte items:** NO CHARGING of ala carte items is allowed. Please discuss this with your student if you wish to allow them to have ala carte items they must have money on their account or cash in hand.

**Meal benefits:** Applications for free or reduced meals are always available through the district website, your Parent Portal or at any of our schools. If you were qualified for meal benefits last year you **MUST** reapply at the beginning of the school year again. Meal benefits only rollover 30 days into the next school year. If you do not have a current meal benefit application of file for the new school year your students will lose their meal benefit as of October 1st. For more information please call Food Service Director at (307)332-4711, extension 2141.

**Payments:** Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year. Payments can be made via, cash, check and money orders to your student's school or online check or debit/credit card payments may be made through your Parent Portal.

As of February 21, 2017 FCSD#1 implemented an Unpaid Student Meal Debt Policy.

**Book District**

**Section E Support Services**

**Title UNPAID STUDENT MEAL DEBT**

**Number EFDA Status Active**

## **Adopted February 21, 2017**

The school lunch program is an integral part of the total school program and will be governed by the same controls as any other division of the school program.

The superintendent or designee shall be in overall charge of the program for the district. Each building principal shall be responsible for the general conduct and control of students using the cafeteria. The Food Service Director/Business Manager will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

The food service program will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch Program.

Free and reduced meals will be available to families with qualifying incomes. Students will also be permitted to bring their lunch from home and to purchase beverages to supplement home prepared lunches.

Receipts from the food services program will be used only to pay regular food services operating costs. When food services facilities are used by outside or community organizations, a fee approved by the Board may be charged to cover costs. If facilities are used by groups, no supplies provided for the regular school lunch program or USDA commodities will be used.

The district expects that parents take financial responsibility for their student's meals and has adopted these procedures for collection of payment which include, but are not limited to:

Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year.

Below zero balances will be communicated to parents and a payment plan is to be established, according to the procedure that follows:

Step one: A notice will be sent weekly for all students with a negative balance over \$10.00 on their lunch account.

Step two: If a student reaches a negative balance of more than \$40.00, the school principal will work with the Food Service Director to contact the parent or guardian to remind them of the negative balance.

If the child continues to arrive at the school without a packed lunch, or funds to purchase meals, and the parent has not worked with the Food Service Director to develop a payment plan, the case may be considered for referral to the Department of Family Services.

Refunds for families withdrawing from the district may be processed through the office by filling out a refund request form. The request will be processed and paid after the next regular school board meeting and approval of bills. Graduating seniors may transfer leftover lunch balances to siblings or request a refund through the procedure listed above.

All students will receive a hot lunch if they have money in hand to pay for the lunch without regard to whether or not they have a charge balance.

Students who are eligible for free or reduced price meals will always be provided a meal of some type, even if the student owes money.

The school will prohibit a child from charging a la carte meals or seconds if they have negative account balances.

While the school could deny a meal to a student who pays full price and who does not provide the payment for that meal, the initial procedure will be as set forth above.

Parents will be responsible for paying for student's meals and any charges incurred prior to submission of an application for free and reduced lunch (and after the 30day carryover period, if applicable).

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

Fremont County School District No. 1 may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid meal charge is paid in accordance with W.S. 214308. If it is determined after six (6) months of efforts to collect delinquent accounts that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students are able to participate in the hot lunch program. Parents of a student with a negative balance may contact the school's Food Services Program for information and support in providing their child with a health, quality school lunch.

### **Lockers**

Each student will be assigned a specific locker for the school year to secure his or her personal possessions. Lockers should be kept locked at all times. Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker without office approval. Students are advised not to share their locker combinations with others. Locker assignments, combinations, and changes will be handled through the office. Lockers are the property of the school and the school has the right to examine the contents at any time. Please do not share your locker combination with other students!

### **Closed Campus**

Lander Middle School operates on a closed campus basis. Students are expected to be on the school grounds from 8:00 a.m. until 3:20 p.m. Students are encouraged to eat lunch at school. If you wish to go home for lunch, your parent or guardian must sign a request form, which is available in the office, and also contact the school principal either by telephone or in person. If a student is checked out for lunch it is imperative they return to school on time to avoid being marked tardy.

### **Student Valuables**

Students are cautioned not to bring large amounts of money.

### **Electronic Equipment**

IPods, MP3 players, and any other electronic item shall be limited to the time before Period 1 begins and after the student's last class, Period 8. Such devices shall not be used during instructional time or passing time between classes. The school is not responsible for any lost or stolen electronics.

### **Cell Phones**

At the start of the day, cell phones will be turned to silent and stored in the student's locker. Students may check phones during passing periods. Students will be allowed to have their phones at lunch, however, at the end of the lunch period, they should once again be silenced and stored in the student's locker. If a student needs to call home they may use the student phone in the main office. Likewise if a parent needs to contact a student, they may contact the front office to leave a message and we will ensure that it is delivered.

### **Books, Equipment, and Materials**

Students are responsible for books, materials, and any other equipment they have checked out from faculty members and the library. Most of these items are made available to students at no direct cost. However, in the event that an item or items are lost or damaged by the student, he/she will be responsible for the replacement. Fines will be charged for any lost or damaged school textbooks/equipment/supplies. If you lose or destroy a book or piece of equipment you will be charged full replacement cost.

## **Counseling Services**

Lander Middle School has the services of counselors, Mrs. Polson and Mrs. Jensen. The purpose of the counseling program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. The counselors welcome the opportunity to talk things over with any student, parent, or teacher. Various groups are formed during the school year. Contact the school office for any further information.

## **Telephone Use**

There is a phone in the front office designated for student use. It may be used before school, during the lunch period, or after school. The phone may not be used between class periods, or during class time without written permission (a planner pass) from a teacher. Using the phone will not be an excuse to be tardy to the next class. Students are expected to speak politely while on the phone or they may lose their phone privileges.

## **Bicycles/Skateboards/Scooters**

Bicycles, skateboards and scooters must be parked in the racks provided and should be locked. They are to remain in the racks until school has been dismissed. There shall be no bicycle, scooter, or skateboard riding on the school grounds during the school day.

## **Signs, Posters, and Literature**

Any sign, poster, or literature that is to be displayed or distributed in the school building or grounds requires the prior approval of administration.

## **1:1 Chromebooks**

LMS is a 1:1 school. This means that every student has the opportunity to check out and use a Chromebook for the duration of the school year. Chromebooks will be checked out in the fall and become the responsibility of the student. Chromebooks are checked out at no direct cost to the student; however, in the event the device is lost or damaged by the student, he/she will be responsible for the replacement. Fines will be charged for any lost or damaged Chromebook.

## DAILY SCHEDULE

School hours for Lander Middle School are 8:00 a.m. to 3:20 p.m. (class alert is 7:55 daily). We encourage all students who walk to school or are given individual rides to school to time their arrival so that an extended wait on the school grounds does not occur.

### CLASS SCHEDULES

#### Regular Schedule (Monday, Tuesday, Thursday, Friday)

Period	8 <sup>th</sup> Grade	7 <sup>th</sup> Grade	6 <sup>th</sup> Grade
<b>1</b>	8:00- 8:42	8:00-8:42	8:00-8:42
<b>2</b>	8:46-9:28	8:46-9:28	8:46-9:28
<b>3</b>	9:32-10:14	9:32-10:14	9:32-10:14
<b>FLEX</b>	10:18 – 10:48	10:18 – 10:48	10:18 – 10:48
<b>4</b>	10:52 – 11:34	10:52 – 11:34	10:52 – 11:34
<b>5</b>	11:38 – 12:20 (Eat then Recess)	11:38 -12:20 (Recess then Eat)	11:38 – 12:20
<b>5</b>	12:20-1:02	12:20-1:02	12:20-1:02 (Recess then Eat)
<b>6</b>	1:06-1:48	1:06-1:48	1:06-1:48
<b>7</b>	1:52-2:34	1:52-2:34	1:52-2:34
<b>8</b>	2:38-3:20	2:38-3:20	2:38-3:20

#### Wednesday (Early Release Schedule)

Period	8 <sup>th</sup> Grade	7 <sup>th</sup> Grade	6 <sup>th</sup> Grade
<b>1</b>	8:00-8:40	8:00-8:40	8:00-8:40
<b>2</b>	8:44-9:22	8:44-9:22	8:44-9:22
<b>3</b>	9:26-10:07	9:26-10:07	9:26-10:07
<b>4</b>	10:11-10:52	10:11-10:52	10:11-10:52
<b>5/Lunch</b>	10:52-11:33(Eat then Recess)	10:52-11:33 (Recess then Eat)	10:56-11:37
<b>5/Lunch</b>	11:37-12:18	11:37-12:18	11:37-12:18 (Recess then Eat)
<b>6</b>	12:22-1:03	12:22-1:03	12:22-1:03
<b>7</b>	1:07-1:48	1:07-1:48	1:07-1:48
<b>8</b>	1:52-2:30	1:52-2:30	1:52-2:30

FREMONT COUNTY SCHOOL DISTRICT NUMBER ONE											
2018-19 SCHOOL CALENDAR											
2018					2019					FCSD #1 Bd approved 2/2/18	
<b>July</b>					<b>January</b>						
M	T	W	T	F	M	T	W	T	F		
2	3	4	5	6	7	8	9	10	11	1/1-4 Holiday break	
9	10	11	12	13	14	15	16	17	18	1/7 Spring semester begins	
16	17	18	19	20	21	22	23	24	25		
23	24	25	26	27	28	29	30	31			
30	31										
<b>August</b>					<b>February</b>						
M	T	W	T	F	M	T	W	T	F		
		1	2	3					1		
6	7	8	9	10	4	5	6	7	8		
13	14	15	16	17	11	12	13	14	15		
20	21	22	23	24	18	19	20	21	22	2/18 Inservice - no students	
27	28	29	30	31	25	26	27	28			
<b>September</b>					<b>March</b>						
M	T	W	T	F	M	T	W	T	F		
3	4	5	6	7					1	3/1 End of 3rd quarter	
10	11	12	13	14	4	5	6	7	8	*3/8 parent/teacher conferences	
17	18	19	20	21	11	12	13	14	15		
24	25	26	27	28	18	19	20	21	22		
					25	26	27	28	29	3/25-29 spring break	
<b>October</b>					<b>April</b>						
M	T	W	T	F	M	T	W	T	F		
1	2	3	4	5	1	2	3	4	5		
8	9	10	11	12	8	9	10	11	12		
15	16	17	18	19	15	16	17	18	19		
22	23	24	25	26	22	23	24	25	26	4/22 Inservice- no students	
29	30	31			29	30					
<b>November</b>					<b>May</b>						
M	T	W	T	F	M	T	W	T	F		
			1	2			1	2	3		
5	6	7	8	9	6	7	8	9	10	PHS graduation 5/17	
12	13	14	15	16	13	14	15	16	17	LVHS graduation 5/19	
19	20	21	22	23	20	21	22	23	24	5/23 Last day of school (early rel)	
26	27	28	29	30	27	28	29	30	31	5/24 Teacher work day	
										5/27 Memorial Day	
<b>December</b>					<b>June</b>						
M	T	W	T	F	M	T	W	T	F		
3	4	5	6	7	3	4	5	6	7		
10	11	12	13	14	10	11	12	13	14		
17	18	19	20	21	17	18	19	20	21		
24	25	26	27	28	24	25	26	27	28		
31											
Holiday - no school											
Inservice or workday											
*Comp Day for parent/teacher conferences											

## STAFF DIRECTORY

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## BUSES

### Student Conduct on Buses - FCSD #1 Policy JFCC

The right of students to ride a school bus is contingent upon their good behavior and their observance of established regulations.

The driver of a school bus shall be responsible for the safety of students on the bus. It is the bus driver's duty to notify the principal if any student persists in violating the established rules of conduct.

After warnings have been given to the student and his parent, the principal may withhold from the student the privilege of riding the school bus.

### Student Bus Regulations - JFCC-R

The district has established behavior guidelines and consequences for violation of these guidelines that will be implemented and enforced by administration and transportation employees and supported by students and their parents. The basic premise of the rules and consequences for violations is the safety of passengers, drivers, and all others who utilize the transportation system any time students are being transported.

The school bus is an extension of the educational program and school day. Bus drivers have authority to assign seats as they deem necessary. All applicable district policies will be strictly enforced on the buses as well as in the schools.

Adopted: October 17, 2000

## ACTIVITIES

### Fees

Activity fees cannot be refunded unless a student must discontinue an activity due to medical reasons, or if arrangements have been made with the principal or the district activities director. A student will not be denied the opportunity to participate because they are not able to pay the activity fee. Please contact the principal if you need to have the fee waived.

### LMS CODE OF CONDUCT

Fremont County School District #1 recognizes that participation in athletics and co-curricular activities is a “**privilege**”, not a “**right**”.

Students who volunteer to participate in the Fremont County School District #1 athletic or co-curricular activity programs do so with the understanding that they must observe some regulations that are more restrictive than those relating to the general student community.

This policy applies to students who participate in athletics or co-curricular activities, and is in effect during the academic calendar year. This policy is in addition to the current District Student Discipline and Conduct Policy. Suspensions from activities may or may not prevent a student from taking part in practice sessions. Students who are suspended will not suit up with the team, nor will they be allowed to travel.

The CODE shall apply for those athletic teams, co-curricular activities that require participation on an interscholastic level and/or exceed normal classroom requirements.

### **Activity Eligibility**

Students in school activities must be passing 7 out of 8 classes with a minimum of a C to be eligible to participate. The coach/sponsor will receive students' grades by 3:45 pm on Monday of each week. Eligibility will run from Monday through Monday of the following week. Additionally, students who are ineligible for three consecutive weeks will be dropped from the activity. Extracurricular eligibility may be at the discretion of school administration.

Any student ineligible will remain so for the full week. However, he/she may work to raise their grade(s) before school, after school or during lunch recess. Once the grade has been raised, the student may obtain a BAG sheet from their coach, ask the teacher to sign it, turn it in to their coach and return to eligible status. Students, parents and coaches are cautioned that it is the teacher's discretion as to when missing work will be graded and at no time will harassment of a teacher be permitted.

### **Attendance**

Activity participants must be in attendance the entire day of the activity and must be in attendance at the practice prior to the contest in order to participate. If a student receives a Tuesday/Thursday School, In-School or Out-of-School suspension, he/she is automatically ineligible to participate in the next contest. If a student is assigned Tuesday/Thursday School, ISS or OSS three times, the student is automatically dropped from the activity.

### **District Conduct Regulations**

Students who volunteer to participate on any athletic team or co-curricular activity will not use, possess, transfer, or disperse any tobacco products, alcoholic beverages, or controlled substances (drugs). Students will not confiscate (steal), destroy or vandalize private or public property. This will include, but not limited to, theft, shoplifting, breaking and entering, vandalism, and behaviors that would diminish the integrity of the community, school, team or individual.

In the event that there is a possible CODE OF CONDUCT violation, an administrator will attempt to notify a parent prior to questioning the student. Failure to cooperate with the administration in an investigation may result in suspension from an activity until the investigation is resolved.

Students covered by the CODE OF CONDUCT who violate Municipal, State or Federal codes (excluding minor traffic violations) are subject to the consequences.

It is understood that local law enforcement will be notified whenever school personnel confiscate alcohol products, controlled substances, tobacco products, or suspended stolen merchandise. The penalty administered by the Justice System may be different, and in addition to the School Board Policies.

### **Party Rule**

Participants are expected to avoid situations/gatherings where illegal substances (alcohol/drugs/tobacco) are being used by underage youth. Participants are expected to take actions to avoid situations where illegal substances are present. Actions should include inquiring about the situation/gathering prior to attending, and taking action to leave the situation/gathering if illegal substances are present. Failure to take appropriate steps to avoid these types of situations will result in a code violation.

### **Suspensions**

- CODE violations are accumulative for your middle school career.
- Suspensions will carry over from season to season and year to year.
- Two violations in a single sport season will result in the student being dismissed from the team.
- An athlete must finish the season in order for the suspension to count.

### **First Offense**

*Suspended from 30% of regular season competition according to the suspension penalties.*

### **Second Offense**

Option 1:            *Suspended from competition in all activities covered by the CODE for 60% of regular season contests*

Option 2:            *Option 1 plus court supervised treatment.*

**Third Offense**

*Student suspended from participation and competition in all activities covered by the CODE for one year from the date of the infraction.*

- The suspension penalty for co-curricular activities shall be based on the total number of interscholastic competitions and in line with the suspension penalties.

FIRST OFFENSE:            30% of regular season competition  
SECOND OFFENSE:         60% of regular season competition  
THIRD OFFENSE:            Suspended for 1 (one) year

- Co-curricular activities without interscholastic competitions will have consequences at the discretion of the Building Principal or his/her designee.

## **CODE OF CONDUCT POLICY ADMINISTRATION**

Additional rules may be established by coaches/sponsors to this policy, but must have the written approval of the Building Athletic Director and Principal. Participants and parents must be fully informed of all rules in writing prior to the start of the activity.

It is mandatory for all coaches and sponsors of co-curricular activities to schedule a meeting with the students and their parent(s) or guardian at which time the CODE OF CONDUCT will be explained to the students and their parent(s) or guardian.

Co-curricular activities do not exist without the dedication of individuals partnering with others to learn, practice and perform. Individual skill and dedication is important. Each student is effected by and can affect the performance of the team – together the team suffers or succeeds. Students are expected to teach, encourage and support teammates in ways that contribute to the success of individuals and the goals of the team.

Students volunteering to participate in the Fremont County School District #1 co-curricular programs commit to assist teammates, to the best of their abilities, in keeping with the agreements contained in this contract.

Students who violate the CODE will:

1. Acknowledge to coach and teammates the nature and extent of the violation;
2. Outline the actions he or she is taking to correct the violation;
3. Make a statement or re-commitment to following the CODE and working toward the success of the team, coach and self.

I (We) have read, discussed among ourselves and accept the terms and conditions of this document, and acknowledge and agree that it shall be effective upon each of us.

---

Student Signature

Date

Parent/Guardian Signature

Date

# **HEALTH AND MEDICINE**

## **Student Health Services - FCSD #1 Policy JHC**

The purpose of the school health program will be to supplement the efforts and guidance of parents to bring about awareness on the part of students of regular health care.

The objectives of the school health program are:

1. To promote good health habits among students.
2. To stimulate a sanitary and healthful environment in school.
3. To assist in detecting and recommending correction for medical, psychological, and physical handicaps of students.

### **Health Records**

Health records will be maintained by the nursing staff and kept in the student's cumulative record folder.

### **Health Office Visits**

The district school nurse and/or school health secretary is available on a daily basis to provide services to the students and staff. Any student who wishes to see the nurse during the school day must obtain a pass from the classroom teacher or area supervisor first (except for emergencies). We ask that students do not use their cell phones to call parents. The nurse or health secretary will contact parents after student is assessed and if the student is sent home the absence will then be medically verified.

### **Athletic Physical Examinations**

Annual examinations shall be required for participants in athletic programs.

### **Annual Screening Examinations**

Vision and hearing screening will be planned and administered by nursing personnel for selected grades.

### **Communicable Diseases, Health Problems, Illnesses & Injuries**

Students showing symptoms of a communicable disease, or infectious condition, or illness or disability of a serious nature will be referred to the school nurse who will make judgment in the matter.

### **Accidents**

Any student who is injured at school should immediately report the incident to a faculty or staff member so appropriate care can be given and to have an accident report completed. A report **MUST** be on file before a student can file an insurance claim.

### **JHCD - ADMINISTERING MEDICINES TO STUDENTS**

It is the policy of Fremont County School District #1 that absolutely no medication, internal or external, including Tylenol and other over-the-counter medications, shall be dispensed or administered by any school personnel except only in accordance with established school regulations.

When a student must receive medication during school hours or during school-sponsored activities and be administered by school personnel, the following procedures will prevail.

1. Signed, written request of the parent/guardian and signed, written instructions by the student's physician or dentist will be on file with the school before any prescription medication is administered. For over-the-counter medications (OTC), such as Tylenol, a written request from the parent/guardian with written instructions is required.

2. The instructions for prescription medications shall include the name of student, name of medication, form of the medication (e.g., liquid or capsule), dosage, frequency, duration, and condition for which the medication is prescribed. For OTC medications, the instructions shall include the name of the medication, the dosage, and the frequency, along with any other relevant instructions.
3. Prescriptions and non-prescription medication must be brought to school in the original container. The container for prescription medication must be labeled with: Student's name, physician's name, name of medication, dosage, time to be given, date the prescription was filled, side effects of the medication, contraindications (significant conditions that make administration inadvisable), physical description of the medication, and whether the medication requires refrigeration.
4. Parents are requested to send not more than a one-week supply of medication unless special arrangements are made for the treatment of chronic disorders.
5. All medications must be submitted to the school's nurse, health secretary, principal, or administrative assistant and will be kept in a secure location.
6. Medications shall be dispensed only by the school nurses or their designees. The school nurses and other school personnel may refuse to administer medications.
7. Any personnel who will administer medications must receive instruction for how to administer the type(s) of medications the personnel may administer prior to the personnel being allowed to administer the medications. This training must occur annually.
8. The school shall keep appropriate records of all medications administered at school. The records shall include the drug and dosage given, route of administration (e.g., orally, injected, external, eye drops, ear drops, etc.), date and time drug was given to student, name of the student, and the signature of the person administering the medication.
9. For school-sponsored trips, the following procedures will prevail:
  - a. For students who need to take a prescription medication, the parent will comply with the requirements stated previously in this policy and submit the required information to the school nurse.
  - b. The school nurse will provide the teacher, coach, or sponsor with the information regarding the medication.
  - c. If the need to take a medication occurs during a time when the school nurse is not available, such as a Saturday, the parent will provide the prescription medication to the teacher, coach, or sponsor along with the required information identified in #2 and #3.
  - d. For students who need to take OTC medications, a written request from the parent/guardian with written instructions is to be submitted to the teacher, coach, or sponsor. The instructions shall include the name of the medication, the dosage, and the frequency, along with any other relevant instructions.
  - e. All medications must be in appropriately labeled containers.
10. The school shall not furnish any medications.
11. With the exception of administering an Epinephrine injection in an emergency, unlicensed personnel may administer medication only by mouth, nose, or applied to the skin or may administer eye or ear drops.
12. Students may be allowed to carry EpiPens to treat anaphylaxis, or rescue inhalers for asthma, if a signed, written request of the parent/guardian and signed, written instructions by the student's physician have been submitted to the school, including a statement testifying to the student's capability to responsibly carry and self-administer the medication.
13. Whenever emergency medications (including, but not limited to epinephrine or glucagon) are administered, school personnel will immediately attempt to contact the student's parents or guardians for further direction. In the event parents cannot be contacted, EMS will be activated by a 911 call.

**Revisions Adopted: October 16, 2012**

# OTHER POLICIES AND LAWS

## Sexual Harassment (GCQD)

### Discrimination, Sexual Harassment and Intimidation for Students and Employees

(This is a condensed version of the policy. A complete copy is available in the school office or on the District's website.)

#### **Basic Policy:**

Fremont County School District #1 is committed to a positive and productive working and learning environment free of discrimination and sexual harassment. Discrimination and sexual harassment adversely affect morale and interfere with employee and student ability to work and learn. The District prohibits sexual harassment, discrimination or intimidation of its employees and students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student; and finds such behavior just cause for disciplinary action. Whereas, sexual harassment substantially compromises the attainment of educational excellence and the District will not tolerate such behavior between members of the same or opposite gender.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or discrimination or against any employee or student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination or sexual harassment and will lead to disciplinary action against the offender as hereinafter set forth.

This policy also applies to individuals attending any school-sponsored events, regardless of location.

#### **Reporting:**

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, a school nurse or the building principal unless such person is involved in the alleged harassment.

Once a report has been filed, a confidential and expeditious investigation shall be initiated.

#### **Confidentiality:**

A report of sexual harassment or intimidation, and the investigation, is 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 and 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.

Approved: September 16, 2012

## Directory Information

Fremont County School District #1, State of Wyoming, reserves the right to disclose directory information about any students enrolled in the District. Directory information is defined as: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. (JO-R)

If parents/guardians do not want FCS#1 to disclose directory information from their child's education records without their prior written consent, the District must be notified in writing by September 7, or the following Monday if September 7 is a Saturday or Sunday.

## **Weapons (KN)**

### **Possession and Use of Weapons**

It is the intent of the Board of Trustees to prevent weapons from being brought onto school property and into school buildings. Weapons include objects, when used inappropriately by someone, could cause harm to any person on school property. Please note that federal and state law prohibit firearms on school property. Please ensure that your hunting rifles and other firearms are removed from your vehicles and person prior to coming on school property.

Possession/use of any dangerous or deadly weapon in any school building (including buildings/property where students are assigned off campus), on school grounds, in any school vehicle, any other vehicle assigned by the administration to transport students and staff, or at any school-sanctioned activity, is prohibited.

Those who access and/or utilize the public schools shall not possess, handle, transmit, or conceal any object that could be used as a weapon or cause harm to another person.

Weapons shall be defined as any item/object that can be construed as a weapon, such as, but is not limited to guns of any type, facsimile weapons (toy weapons that resemble real weapons) Ninja stars, slingshots, bludgeons, knives, or any pocketknife.

If a pocketknife is inadvertently brought to school and voluntarily handed in at the school office no disciplinary action will be taken.

An exception to this policy may be approved by the Superintendent, or designee, consultation with the Board attorney. The Board will be notified of any exceptions.

#### **CONSEQUENCES:**

The possession or use of<sup>o</sup> any item construed as a weapon shall require disciplinary proceedings to begin which may include suspension and the possibility of expulsion. The following proceedings shall be immediately initiated by the principal or his/her designee:

- A. Notify parents.
- B. Notify Superintendent (or designee). The Superintendent may notify legal counsel.
- C. Notify policy. (Police will be notified and an investigation will occur at police option, any aggrieved person may request an investigation by police/county attorney.)
- D. Immediately initiate proceedings for disciplinary action, per applicable state statutes and district policies.

**Adopted: February 3, 2004**

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records 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 the student's education 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 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 of their 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

## Parent Involvement Policy

Fremont County School District #1 developed the following:

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 Flowthrough, 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 complete 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 Portal, 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 after-school 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 plan these key roles: Teacher, Supporter, Advocate, Decision Maker

**Approved: February 3, 2004**

## Sex Offenders on School Property (KIB)

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 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).

**Approved: April 17, 2012**

## **Harassment, Intimidation and Bullying (JICFA)**

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 results 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 makes 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 makes 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.

**Adopted: December 8, 2009**

## **Safe Schools**

The Wyoming Department of Education has established a definition of what constitutes a "persistently dangerous" public elementary or secondary school (PDS), and each school in the state is required to inform parents of that definition. It is:

A school that, in two consecutive years, has an expulsion rate for drug, alcohol, weapons or violence (homicide, rape, robbery and/or aggravated assault) of 2% of the student body or 4 students, whichever is higher, shall be considered to be "persistently dangerous."

Per federal law, if a school is identified as persistently dangerous (PDS), the district must notify parents of each student attending the school of the PDS identification within 10 days.

Students who attend such schools, or who are the victims of a violent crime while on the grounds of the school they attend, are to be given the choice to transfer to a safe public elementary or secondary school, including a public charter school, in the same district.

## **Student Interrogations, Searches and Arrests**

Book District  
Section J – Students  
Title Student Interrogations, Searches and Arrests  
Number JIH  
Status Active  
Adopted March 21, 2017

Books, lockers, desks, and all other storage facilities, equipment and/or other materials provided by the school remain school property even though utilized by students. The school retains the right to check, inspect or search these materials, facilities or property at any time to verify their condition, orderliness, cleanliness, and/or content. Merely because students may be issued a key or a lock for a locker or storage facility, does not give the student any particular right of privacy in such locker or facility.

Interrogations of students by school personnel and searches of their property may occur on school grounds whenever it is determined by school authorities that there is a reasonable basis for the interrogation or search.

When there is reason to believe that contraband, illegal and/or prohibited items are on a student's person, the principal and/or an assistant or designee may authorize a search of the student's outer clothing, bag, purse, jacket, etc. for the purpose of removing such items.

For any search beyond the outer clothing, the principal and/or an assistant or designee must have one of the following reasons for such search:

- 1) Will have received reliable information from an individual that he/she had actually seen narcotics, contraband, illegal and/or prohibited items very recently in the possession of the student to be searched; or
- 2) Will have observed personally contraband, illegal and/or prohibited items in possession of the student; or
- 3) Will possess information that the student admitted, to a school employee or resource officer, possession of the contraband, illegal and/or prohibited items on his/her person.

During any authorized search beyond the outer clothing of a student, the principal and/or an assistant or designee will be present along with two other adult employees of the school and all will be of the same sex as the student being searched, and such search will be conducted in an appropriate private area.

Search of a student's vehicle while located on school premises will be conducted only if there is a reasonable basis to believe that a breach of rules or a crime is being committed by the student.

Students may, at their discretion, park their vehicles in appropriate parking spaces located on the school district property. Students who elect to utilize parking spaces provided by the school district understand that the vehicle, when parked on school district property, is personal property which may be subject to a search when school officials have a reasonable suspicion that there may be weapons, contraband, or other illegal or improper property located within the automobile. Once the automobile is brought onto school property, the student waives any expectation of privacy regarding the contents of that automobile.

#### INTERROGATIONS OF STUDENTS BY OUTSIDE AGENCIES

A student may not be interviewed during the school day or periods of extra-curricular activities unless the principal or a designated or acting administrator is present.

If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his/her parents and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It will be the responsibility of the investigator in abuse cases to determine who will be present during the interview. The school may insist upon having a representative from the school present.

No student may be taken from school without the consent of the building principal and, generally if this is being done by law enforcement authorities for purposes of a criminal conviction, a warrant will be required, although it will not be essential if the principal determines it to be in the best interest of the school and the child. Generally the principal should request that the officer make his/her arrest at another time and not on school grounds. Regardless of whether the officer has a legal process document in his possession when the student is taken into custody, the principal should make every effort to inform the student's parents before the arrest is made or as soon thereafter if the student's parents were unavailable at the time of the arrest. Similarly, in all cases where police officer desire to conduct searches of students or student property, the school may request that such searches be conducted in a lawful manner with a proper warrant.

Adoption Date: March 21 2017

### **Student Network and Internet Acceptable Use Agreement (IIBF-E)**

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. **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 and 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 remain 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 has 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, videos 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/her 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, keyloggers, 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 the 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 activity or on any school bus if in the judgment 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.

Date of Adoption of Last Revision: April 2012

**Children's Online Privacy Protection Act (COPPA) Statement**

The District uses a number of Internet-based subscriptions and services to offer online programs for the benefit of students and the school system. Examples of such services include, but are not limited to, communications and data storage regarding student test scores, grades, progress through curriculum content, and academic planning. The District requires that the service provider assure the school that it has in place a procedure or security system to maintain the confidentiality of any personal information that the service provider could have access to. Because these services or programs will necessitate giving access to student personal information to the Internet or Web site operators that host or facilitate these programs, the parent consents to allow the school to represent that it has parental permission for this.

**Background Checks for Volunteers**

Individuals who volunteer to share their time, talents, knowledge, and efforts with students provide a valuable service 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".

All individuals who volunteer to assist with school activities under the following circumstances must undergo screening through a nationwide database selected and used by the District:

1. Individuals who volunteer on a "regular" basis so that it is anticipated that they will volunteer for 36 or more hours during the school year (i.e., one hour per week or more); if these individuals will likely never be alone with students without a school district employee being present, principals may choose not to have a volunteer in this category have the criminal background check; or
2. Any individual whose volunteer work will allow the volunteer to be alone with a student or group of students for more than a few minutes without being in visual contact of a school employee; or
3. Any individual who will accompany students on an overnight trip; or
4. Any individual who volunteers as a coach for more than five days during a season or is likely to assist an activity sponsor for more than five days during a school year; or
5. Any individual who will accompany students on an activity, sports event, or field trip off school premises and will be alone with a student or small group of students without a school district employee being within visual contact of the volunteer for more than a few moments.

A principal may require any volunteer to be screened through the nationwide database used by the District whether or not the volunteer is subject to mandatory screening as outlined above.

A volunteer will only need to undergo the screening one time unless the principal requests that it occur more frequently.

The results of the screening will be submitted to the Superintendent of Schools and will remain confidential to the greatest extent possible; however, the District reserves the right to provide such information to other School District personnel or to law enforcement officials as is deemed necessary, consistent with legitimate educational interests, including but not limited to school safety requirements. The Superintendent will review the results of the background checks and determine the suitability of a volunteer. If necessary, the Superintendent will discuss the results with the principal in whose school the volunteer wishes to work, other School District personnel, or law enforcement officials as the Superintendent determines necessary, and may discuss the results with the volunteer. The screening results must be received prior to allowing a volunteer to participate in an overnight trip with students or on a field trip during which the volunteer will be alone with a student or a small group of students. An individual who is required to have a background check may volunteer on school premises for up to three days before the results of the background check are received by the District if the following conditions are met: (1) The volunteer completes the "Volunteer Information Form" to self-report any prior criminal problems, and (2) the principal approves the volunteer being in the school, and (3) the volunteer will be monitored by a teacher, sponsor, or administrator.

To help volunteers and chaperones understand District expectations, a "Code of Conduct" will be developed and provided to all volunteers and chaperones.

For students who will be placed in businesses for work-study, job-shadowing, internship, etc. experiences without a school district employee being present while the student is at the work site, the agreement that is signed by the business or company where the student will work will have a clause that states that the employer verifies that no known sex offender or felon is employed by the business or company.

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.

**Approved October 18, 2011**

## **Homeless Assistance Notice**

The purpose of this notice is to provide you with information regarding the general rights of homeless children and youth in accordance with McKinney-Vento Act, 2001.

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, published in the student handbooks, and on the district website.

## **Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents**

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. *Consent* before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U. S. Department of Education.
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.

2. *Receive notice and an opportunity to opt a student out of -*
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  -
3. *Inspect, upon request and before administration or use -*
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - Instructional material used a part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student. The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided any opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey non funded by the U.S. Department of Education; and
- Any non-emergency, invasive physical examination or screening as described above.

To file a complaint with U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.*

## **Seclusion and Restraint Policy**

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 principal or the District's Special Services Director (332-8420).

## **EFC - WELLNESS POLICY**

### **Intent:**

Fremont County School District #1 shall promote student well being and academic achievement by supporting quality nutrition and physical activity as part of the learning environment. The District's primary goal is to help students develop positive attitudes, behaviors, and skills associated with lifelong healthful eating patterns as well as learn the short and long-term benefits of a physically active and healthful lifestyle.

### **Rationale:**

The District recognizes that healthy eating patterns, respect for body-size differences, and physical activity are essential for students to reach their academic potential, full physical and mental growth, and lifelong health and well being. Because students are in school for a substantial portion of the day, school districts have a responsibility to help students establish and maintain lifelong healthy eating and physical activity patterns.

### **Nutrition education:**

1. State and District health education curriculum standards and guidelines shall be met or exceeded.
2. Students in grades K-12 will receive nutrition education that teaches the knowledge, attitudes, skills and behaviors they need to adopt healthy eating habits that last a lifetime.
3. The staff teaching nutrition will be encouraged to pursue professional development in the area of nutrition education.
4. The District will help to ensure that students receive consistent nutrition messages throughout the school, classroom, and cafeteria.
5. The District will help build awareness among school staff about the importance of healthy eating habits and physical activity.
6. The District will encourage parents, teachers, school personnel, and students to serve as role models in practicing healthy lifestyles.

### **Physical education:**

1. State and District physical education curriculum standards and guidelines will be met or exceeded.
2. Students will be given opportunities for physical activity during the school day through daily recess periods and elective and mandatory PE classes.
3. The District will provide environments that encourage safe and enjoyable activity for all students.
4. The District will encourage families and community members to support programs outside of the school that encourage physical activity.
5. Physical activity programs will be carried out in environments that reflect respect for body-size differences and varying skill levels.

### **Nutrition guidelines for all foods available on each school campus during the school day:**

1. During each school day the nutrition services program will offer breakfast and lunch that meet the guidelines of the USDA's national school lunch and breakfast programs.
2. The District will encourage teachers to feature healthy choices for classroom snacks.
3. The promotion of healthy foods, including fruits, vegetables, whole grains, low-fat dairy products, and meats and other proteins is encouraged.
4. The district shall provide appealing and attractive meals to children that offer a variety of healthy foods including fruits, vegetables, whole grains, dairy product, meats and other proteins.
5. Beverage vending machines will offer healthier choices such as unsweetened fruit juices and water.

### **Other school-based activities designed to promote student wellness:**

1. Dining room supervisory staff shall maintain a safe, clean, and pleasant eating environment.
2. Students shall have adequate time to eat, relax, and socialize after sitting down for lunch.
3. Lunch periods will be scheduled as near to the middle of the day as possible.
4. Safe drinking water shall be available through the school day.
5. The District will encourage fund raising efforts that are supportive of healthy eating and physical activity.
6. The District shall utilize a district health council that will help with the monitoring and reviewing of the wellness policy each year to assess any necessary changes to help make our district a healthy environment. The District Health Council will then report its recommendations to the School Board for improvements and goals for the next year.
7. It will be recommended that the District Health Council include: school nurse(s), teacher(s), parent(s), food service staff, student(s), school board member(s), an administrator, other school staff member(s), and community member(s).

**Adopted: May 16, 2006**

## **ASBESTOS NOTIFICATION**

No asbestos bearing materials have been used in the construction of the new Lander Middle School.

## **RAPTOR**

The school district is pleased to announce that we will begin using the Raptor Visitor Management System in all of our schools to strengthen the district's program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

## **NON-DISCRIMINATION STATEMENT**

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, 400 Baldwin Creek Road, Lander, WY 82520 or telephone (307)-332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd 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: 303-844-5695; FAX: 303-844-4303; TDD: 877-521-2172; Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov). The District hires only U.S. citizens and lawfully authorized alien workers.

## **AMENDMENT CLAUSE**

Any or all of the material in this brochure is subject to change by the Board of Trustees at any regularly scheduled meeting of the Fremont County School District Number One Board of Trustees.