

**Pathfinder High School**  
**Student Handbook**  
**2018-2019**



**Mrs. Ceatriss Wall, Principal**  
**Mrs. Elisa Harrison, Guidance Counselor**  
**Mrs. Vivian Brown, Administrative Assistant**

**863 Sweetwater**  
**Lander, WY 82520**  
**(307) 335-7050**

## CREDIT REQUIREMENTS

Twenty-six (26) credits and proficiencies in the four core academic areas (English, Mathematics, Science, and Social Studies) and one additional area must be earned to graduate. Pathfinder High School is an accredited high school and a high school diploma will be awarded to those who have completed the graduation requirements.

### CREDITS

ENGLISH 4

MATHEMATICS 3

SCIENCE 3

SOCIAL STUDIES 3

Electives 13

### **TOTAL REQUIRED—26 CREDITS**

Proficiency is required in 5 out of 9 classes. Please check with the counselor for more information. *A senior project is required for graduation.* Community experience is an option for earning credits. Community experiences can include working, volunteering, mentoring, or job shadowing. Please note that if a student is interested in Hathaway Scholarship money for post high-school education, additional requirements must be met. Check with the counselor for details.

### Grade levels for students are determined by credits:

0-6.5 are Freshman

6.5-13 are Sophomore

13-19.5 are Junior

19.5-26 are Senior

Because participation in graduation ceremonies is a privilege, not a right, the Pathfinder administrator has the authority to deny a student this privilege if a student's behavior is not reflective of the expectations for a Pathfinder student.

Students who have an IEP (Individual Education Plan) may be eligible for a Certificate of Completion. There are two ways this can be accomplished:

1. Pass all classes, but not proficient in 5 of 9 content areas, or
2. Proficient in 5 of 9 content areas, but has not met all the credit requirements. The IEP team will decide in a formal meeting if the Certificate of Completion is appropriate for a student.

Students who are caught cheating in any fashion in the classroom or otherwise will face the following consequences:

1. The first offense the student will receive a zero on the particular assignment or test.
2. The second offense will yield a zero plus a parent meeting.
3. The third offense will yield a zero plus three days suspension.

## ATTENDANCE

Regular attendance at school promotes the mental and emotional development of students, reduces delinquency, enhances good citizenship and promotes the general health, safety and welfare of a community. The Wyoming State Legislature, in recognition of the importance of regular school attendance, has passed laws to promote school attendance. The following regulations are designed to implement those laws and to promote regular attendance at school.

## EXCUSED ABSENCES

An excused absence is an absence that the School District, with the knowledge of the parent, considers compelling or unavoidable. Examples of excused absences include:

- Student illness
- Serious illness or death in the family
- Religious holidays
- Court hearings where the student is required to attend
- Natural disasters or weather that jeopardizes travel
- Medical, psychological, and/or dental treatment
- Absences that have been arranged in advance through collaboration with the principal

In all absences, it is the responsibility of the student's parents, legal guardian or the student him/herself (if the student is an adult) to contact the school each day the student is absent to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent, a physician or guardian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Arrangements for extended deadlines to make up work may be negotiated with the classroom teacher. It is the responsibility of the student to obtain work missed.

## WITHDRAWAL PROCEDURES

Any student leaving during the school year and all students at the end of the school year must check in all books and pay any fines. If a student leaves without completing this process, report cards will not be released until all has been completed.

## STUDENT PARKING

Students may drive to school. There is a designated parking area for students and they will be expected to park in that area. The school administration reserves the right to revoke parking privileges at any time. Students must have a parking permit tag displayed in their vehicle.

## **STUDENT BEHAVIOR PATHFINDER HIGH SCHOOL CODE OF CONDUCT**

### GENERAL RULE:

WE EXPECT STUDENTS TO BE SAFE, COURTEOUS AND RESPECTFUL. ANY BEHAVIOR THAT CONTRADICTS THIS PHILOSOPHY IS AN INFRACTION. DISCIPLINARY CONSEQUENCES WILL BE AT THE FACULTY/STAFF/PRINCIPAL'S DISCRETION.

The purpose of regulations concerning student conduct is to create an educational climate that promotes learning and protects all members of the school community. Our philosophy requires a balance between our concern for the student and the responsibility each student bears for his/her own choice of conduct in relation to the rights of others. Students who conduct themselves with courtesy and common sense need few stated rules and may attend classes with a maximum of personal freedom. Simply stated, we are asking students to make safe, respectful and responsible choices regarding their behavior at school.

## MAJOR INFRACTIONS AND CONSEQUENCES

The School Resource Officer or the Lander Police will be notified for any of the following infractions which are considered a violation of City or State regulation or law:

- Alcohol, Drugs, or Tobacco Possession and/or Use
- Fighting, Assault, Battery
- Vandalism or Theft
- Weapons
- Disturbing the Peace

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 include suspension and/or 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.

within the boundaries of school property used by the school district for students K-12.

**DEFINITIONS OF DISCIPLINE TERMS TEMPORARY REMOVAL:** Removal from school until after a parent/guardian conference.

**SUSPENSION:** Removal from school for a period of time not to exceed 10 school days unless further action is pending. Suspended students may not participate in school activities or be on school grounds while suspended.

**EXPULSION:** Removal from school up to one calendar year.

**RESTITUTION:** Restoration or payment of damages for something that has been stolen or destroyed. This includes reimbursement to the school district or an individual for the total replacement cost or repairing the damage.

**EXPULSION PROCEDURES** Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S.S. 21-4- 305(d).

## STUDENT-PARENT GRIEVANCE PROCEDURE

Students (or their parents) who think that the school has violated their rights should seek resolution of the situation in the following general manner:

1. **FIRST:** Contact the individual teacher or person with whom the students or parents have a concern.
2. **SECOND:** If the person in #1 cannot resolve the situation, contact the principal. If the principal cannot resolve the situation, she/he will advise the parents or student of further procedures available to them.

## SEXUAL HARASSMENT

Sexual harassment is NOT condoned at Pathfinder High School. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other physical conduct of a sexual nature. It may occur by repetitive, less traumatic events that happen over a period of time or by a single incident, if it is severe. If these behaviors or words pressure, intimidate or make one feel uncomfortable at school or at school activities and affect the individual's education in a negative way, **REPORT THE INCIDENTS IMMEDIATELY TO THE PRINCIPAL, SCHOOL COUNSELOR, OR OTHER TRUSTED ADULT.** The school administrator, upon receipt of a written complaint, will commence a full investigation as per District Policy GCQD-R.

## STUFF TO LEAVE AT HOME

Items that are valuable or tend to distract or disturb others are not to be brought to school. Such items, include, but are not limited to: water guns, radios, cameras, rubber bands, and laser pointers. Such items will be confiscated and returned at the end of the school day. Laser pointers are considered to be dangerous and will not be returned any time one is confiscated.

## USE OF THE TELEPHONE

No outgoing student phone calls are allowed from classrooms. Cell phone use is prohibited during class. Cell phones may be used before and after school and at lunchtime. If a student needs to contact a parent/guardian, the office will help the student make the phone call. All calls should be limited in time and must be conducted and completed in the front office. If someone calls with a student message that is not an emergency, it will be delivered during passing time or at lunch. Earbuds are allowed before and after school, at lunchtime, or at the discretion of the teacher.

## **HEALTH SERVICES**

### MEDICATION POLICY

If a student needs to take ANY form of medication at school, a signed note from the parent/guardian/adult student must be presented at the main office. ALL medications will be kept in and dispensed from the main office. This includes prescription and over-the-counter medication. **THERE IS NO EXCEPTION TO THIS POLICY.**

Parents are requested to keep children home from school if they are ill. Students who become ill during the school day are to report first to the office. Office personnel will inform the parents if it is necessary for the child to go home. If an injury should occur, office personnel will also make proper home contacts. Students must return to class if not sent home and may not remain in the office indefinitely. Students who are leaving school because of illness or coming to school late because of illness must check in or out through the office.

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

The FERPA definition of an educational record includes a range of information about a student that is collected in schools, such as:

- Date and place of birth, parents(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Personal notes made by teachers and other school officials that are not shared with others are not considered educational records. Additionally, law enforcement records created and maintained by a school or district's law enforcement unit are not educational records.

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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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



## USER AGREEMENT

The use of school and district networks must be in support of education, research, and the educational goals and objectives of Pathfinder High School. Students are personally responsible for this provision at all times when using building and district networks. The use of another organization's networks or computing resources must comply with rules appropriate to that network. Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. It is the user's responsibility to know these procedures.

## PROHIBITIONS

Students are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity
2. Use of the network for commercial or for-profit purposes
3. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication
4. Unauthorized or illegal installation distribution, reproduction, or use of copyrighted materials
5. Use of the network to access excessive violence, obscene or pornographic material
6. Use of inappropriate language or profanity on the network
7. Use of the network to transmit material likely to be offensive or objectionable to recipients
8. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users
9. Impersonation of another user, anonymity, and pseudonyms
10. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws
11. Loading or use of unauthorized games, programs, files, or other electronic media
12. Use of the network to disrupt the work of other users
13. Destruction, modification, or abuse of network hardware and software
14. Quoting personal communications in a public forum without the original author's prior consent
15. Accessing Chat Rooms or e-mail without teacher permission

If you have any questions about these rules, please ask your teacher to help you further understand. Be aware that the inappropriate use of electronic information resources can be a

## VANDALISM

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes but is not limited to, the creation or transmission of computer viruses. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

## CONSEQUENCES

Infractions of the provisions set forth may result in suspension or termination of access privileges and/or appropriate disciplinary action. Activities in violation of state and federal statutes will be subject to prosecution by those authorities.

## TRANSFER OF SCHOOL DISCIPLINARY RECORDS

(20 USC 7165) Title IV of the No Child Left Behind Act seeks to provide our nation's schools with a safe and drug-free environment so that teaching and learning are not disrupted and each student has the opportunity to succeed in school. Section 4155 of the Act requires each state to submit an assurance that it has procedures to transfer a student's disciplinary records, with respect to a suspension or expulsion, when the student enrolls in another public or private school. The Wyoming Department of Education will monitor during on-site compliance reviews for federal programs each district's compliance regarding transfer of suspension and/or expulsion disciplinary records.

## HOMELESS ASSISTANCE NOTICE (NCLB Act, Title X, Part C(b))

If your family has become homeless during an academic year or between academic years, your child shall continue to attend the school he/she has been attending for the duration of the 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 you 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.

2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications of licensing criteria have been waived

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications

Additional information shall provide parents with the following information: Information on the level of achievement of the parent's child in each of the State academic assessments as required, and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### PPRA NOTICE AND CONSENT/OPT OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C 1232h, required Pathfinder High School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("Protected Information Surveys")

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under Wyoming Law.

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.

# **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

## COMPULSORY ATTENDANCE AGES

Ages for attendance in Wyoming are set by the laws of the state:

Every child attaining the age of seven (7) years on or before September 15, and under the age of sixteen (16) years who has not completed the tenth (10th) grade, shall be required to attend a public or a private school each year during the entire time that the public school shall be in session in the district in which the child resides, unless excluded by provisions of law which are:

- a. Compulsory attendance in school, in the judgment of the Board of Trustees, would be detrimental to the mental or physical health of such child, or of other children in the school.
- b. Compulsory attendance in school, in the judgment of the Board of Trustees, might work undue hardship on the child. The Board may, at its option, conduct a hearing on this issue.
- c. The child has been legally excluded from regular school.
- d. The child has completed the twelfth (12th) grade.
- e. The child has such a mental or physical disability that, based upon a physician's certificate, the Board believes such child could not reasonably benefit from programs available.
- f. The attendance of the child would be inimical to the health, safety or welfare of other pupils, provided that the Board shall make the best provisions possible for the suitable and adequate education for the child in accordance with the Laws of the state.

The parent, guardian or other person having control or charge of any child under the age of eighteen (18), who has not otherwise notified the District of enrolling that child in a different school district or in a private school or home-based educational program, shall be required to meet in person with a School District counselor or administrator to provide the School District with written consent to the withdrawal of that child from school attendance. The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming National Guard Your Challenge Program as established by W.S. 19-9-701 or as may be amended, for the sole purpose of recruitment into the Wyoming National Guard Your Challenge Program. Revised: 5/2/14

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

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

## PATHFINDER HIGH SCHOOL 2018-2019

863 Sweetwater, Lander WY 82520



### CHROMEBOOK:

Pathfinder High School issues a Chromebook computer for each student's use throughout their school years. This is a school-wide "one-to-one" initiative. We have seen increases in student engagement, and we have created a learning environment fostering critical thinking, collaboration, communication, and creativity. Students may still choose to bring their own device (BYOD), but PHS will provide a Chromebook to each student who chooses not to bring their own device.

There are expectations the PHS staff have regarding students and their devices. Parents need to also be aware of these guidelines and expectations for usage. More detailed information is available on our website at <http://bit.ly/PHS-One-toOne> (link points to our website). Damage and loss are the responsibility of the student and parent.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### DRIVING/PARKING EXPECTATIONS:

Driving at PHS is a privilege and requires students to be a responsible driver. Students will be held accountable for following expectations and guidelines. Choosing not to follow the expectations could lead to a loss of driving privileges on the PHS campus. PHS authorities may search any motor vehicle operated by a student when parked on school property whenever school authorities have a reasonable cause to suspect the motor vehicle may conceal/contain illegal/unauthorized objects/materials. School authorities may take possession of any illegal/unauthorized object/materials found within the vehicle and may turn over any of the items to law enforcement officials under proper circumstances.

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. Plate # \_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Office Use Only: PHS Tag # \_\_\_\_\_