

Pathfinder High School
Student Handbook
2021-2022



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

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Lander, WY 82520
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PHS Mission

Pathfinder is an alternative high school that ensures all students' academic, social and emotional success by focusing on building healthy relationships within our community, learning through collaboration, and engaging in meaningful projects and experiences.

PHS Vision

PHS will be known for graduates who:

- Make positive contributions to their community
- Are innovative and collaborative problem solvers
- Develop unique passions for the careers of the future
- Embrace and persevere through challenges
- Are compassionate and respect diverse perspectives and cultures

DAILY SCHEDULE

Schedule	M, T, Th, F	Wednesday, Early Out
Block 1	8:00 – 9:30	8:00 – 9:20
CCR-A	9:30 - 10:00	9:30 - 9:50
Block 2	10:00 - 11:30	9:50 - 11:20
Lunch	11:30 - 12:00	11:20 - 11:50
Block 3	12:00 - 1:30	11:50 - 1:10
CCR-B	1:30 - 2:00	None
Block 4	2:00 - 3:30	1:10 - 2:30

Pathfinder High School is a closed campus during school hours. This allows for a safe, secure, and controlled environment for the students, faculty, and staff. Parents must sign their students out of school in order for them to leave campus for any reason. This includes students who are 18 years of age or older. However, sophomore, junior and senior students can earn open campus on a daily basis. Student and parents must sign and return the Lunch Privilege form in order to qualify. (Pg. 34)

ACADEMICS

Pathfinder High School has set standards for all students. Students should be academically responsible, attend school regularly, and demonstrate, through their behavior, that they want to be in school.

Pathfinder High School is a school of choice. Our purpose is to serve students who thrive in a non-traditional high school setting. Class sizes are generally small allowing students to learn to the best of their ability and teachers to give instruction to assist students in their academic success. Student misbehavior, that interferes with other students' learning, is not tolerated and can result in a student being asked to leave the school and return to their home school.

To enroll, each student must present evidence of previous school attendance, transcripts, test scores, services received, birth certificate, and immunization records.

CREDIT REQUIREMENTS

Twenty-five (25) 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 awarding high school diplomas to those who have completed the graduation requirements.

CREDITS

ENGLISH 4

MATHEMATICS 3

SCIENCE 3

SOCIAL STUDIES 3

Electives 12

TOTAL REQUIRED: 25 CREDITS

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. Students who do not want to take the required courses for the Hathaway Scholarship will need to sign the opt out form along with their parents.

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

Class Status

Students are classified at the beginning of each school year. Students are classified with their grade cohort group (year they enter high school).

Graduation

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.

Early Graduation

The Board of Trustees will consider graduation requests for a student wishing to graduate at the end of a term if: (1) student will complete all requirements for that year’s graduating class by the end of the term; and (2) a written letter of request has been submitted to the principal and superintendent two months prior to the end of the term in which the student wants to graduate. Students granted early graduation and completing all requirements for early graduation will not be allowed to participate in school activities or events for the remainder of the year and must specifically request, in their letter whether they desire to be included in commencement exercises. Students wishing to graduate early must work with their counselors and administrators as early as possible to ensure they are eligible for early graduation.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued and given to parents/guardians/adult students at parent teacher conferences following each semester and mailed home. All teachers will contact parents as needed between reporting periods. Parents/guardians/adult students are encouraged to examine the grade reports and to contact the teachers about any concerns. Parents may also view current grade via their Infinite Campus Parent Portal.

SCHOOL FINES & OBLIGATIONS

School fines and other obligations must be taken care of in a timely manner no later than the close of each school year. Transcripts will reflect NO CREDIT earned until all fines and fees are paid. Seniors will not be allowed to participate in graduation ceremonies until all fines are paid in full. Law enforcement may be called to help secure restitution. No diploma or credit for a course that has been successfully completed shall be denied to a student who has earned it, provided such diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the school district (W.S. 21-4-308).

PARENT PARTICIPATION

At Pathfinder High School, we encourage parents to take an active role in their child's education.

Parent/guardian visitors are always welcome at Pathfinder. Please follow the school policy for such visits which includes checking in at the front office through the Raptor system. This requires a drivers license/ID to obtain a visitor's pass. The entrance to PHS (southeast doors) remains locked during the school day. Entrance to the school is controlled through the Front Office of PHS. We ask that you do not use the Central Administration entrance to visit PHS.

Pathfinder staff have web pages on the District web site to provide information about their classes. The web site for Pathfinder that provides information about our school is

<http://www.landingschools.org/Pathfinder/>

We use Infinite Campus to communicate with parents through email or text depending on parent preference. In order to receive these messages parents need to use their parent portal account. This is the same account that you register your child/children.

<https://fremont1wy.infinitecampus.org/campus/portal/fremontlander.jsp>

If you have any suggestions for how we might improve as a school or district, we are always willing to hear from you, in person, by phone, or through our district's online suggestion box.

<http://bit.ly/LanderSchoolsSuggestionBox>

The district employs a Community Relations Coordinator to provide a number of communication services to parents, including serving as a liaison between the district and parents/community. For information, please contact Matt Jacobson (mjacobson@landingschools.org).

RAPTOR

The school district is pleased to announce that we are 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, which the Raptor system will allow us to do. 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.

SOCIAL SERVICES

Personnel are available on the Pathfinder High School Campus to assist students with school or home issues and to assist students in seeking employment. Check with the office to determine when this assistance is available. In addition, some students will have the opportunity to work in the community for elective credits and to gain job experience.

CHEATING POLICY

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. Plagiarism is also considered to be cheating. To avoid plagiarism, a student must give credit whenever he/she uses:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings – any piece of information – that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

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.

ABSENCES

At Pathfinder High School all absences will be classified as EXCUSED or UNEXCUSED.

Absences are defined as follows:

EXCUSED ABSENCES will consist of:

1. Activity (ACT) = all students on a school travel list for sports, activities, or academics.
2. Medical (MED) = All students are allowed six medical absences without medical verification. After the sixth medical absence the student must verify the illness with a doctor's note turned into school office personnel.
3. Guidance/Nurse/Administration (GNA) = Student absence as a result of visiting the Guidance Office, nurse or administration.
4. Religious Observance (REL) = Student is absent as a result of a religious observance including funerals.
5. Suspension (OSS) = Student is suspended out-of-school.
6. In-School Suspension (ISS) = Student is suspended in-school.
7. Testing (TG) = Student is absent from class due to required testing or make-up testing.
8. The Learning Center (TLC) = Student is absent from regular classroom while working in guidance office/front office.
9. Homebound (HMB) = documents a student's whereabouts due to extended illness, surgery or treatment program.

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

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

For all absences, it is the responsibility of the student's parents, legal guardian or the student (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 a parent, 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. Pathfinder High School Administration has the final decision on attendance issues. Pathfinder High School staff will contact parents and make home visits for excessive absenteeism.

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.

After ten (10) consecutive unexcused absences, the student will be dropped from the rolls of Pathfinder High School. The student has an option to re-enroll for admission into Pathfinder after a meeting with parents/guardians and those with vested interest. An attendance contract will be developed at that time.

HOW TO CHECK OUT OF SCHOOL

1. Students needing to leave the building at any time during the school day must check out of school through the office.
2. Students entering or reentering school after classes are in session must check into school through the office.
3. Any student who leaves campus after arriving at school, without checking out, is considered unexcused/truant.
4. Parent/guardian are required to sign the checkout sheet located in the front office.

STUDENT ACTIVITIES

Students may participate in activities offered at Lander Valley High School. Students must follow the CODE OF CONDUCT and meet eligibility requirement (Lander Valley High School Student Handbook).

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.

If a student withdraws from a class after the first week of the semester, the report card/transcript will have a WF and no credit will be given. This includes CWC Dual Enrollment courses that students choose to audit.

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.

INCLEMENT WEATHER

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

STUDENT BEHAVIOR PATHFINDER HIGH SCHOOL CODE OF CONDUCT

GENERAL RULE:

WE EXPECT STUDENTS TO BE SAFE, RESPONSIBLE 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, Tobacco, or Vaping devices Possession and/or Use
- Fighting, Assault, Battery
- Vandalism or Theft
- Weapons
- Disturbing the Peace

The School Resource Officer and/or the Lander Police may be notified for the following infractions which are considered violation of City or State regulation or law:

- Gang Affiliation, Tagging, Harassment
- Threats of Violence (verbal or physical)

All major infraction will result in school consequences. These consequences may include, but are not limited to suspension, recommendation for expulsion, parents/guardians notification, and police notification.

STUDENT SEARCHES

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

DRUG-BOMB DOG/VIDEO SURVEILLANCE

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

SAFE 2 TELL

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



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

“The 7 Mindsets”

Social Emotional Learning Curriculum

The 7 Mindsets is a social emotional curriculum that each student at Pathfinder High School will engage in each week through the CCRA and CCRB blocks. The 7 Mindsets are:

- Everything is Possible
 - Passion First
 - We are Connected
 - 100% Accountable
 - Attitude of Gratitude
 - Live to Give
 - The Time is Now

Each month students will learn about a specific mindset through four learning objectives. The class is led by the school counselor with students driving small group discussions and project-based elements beyond the classroom. This curriculum is used to support positive behavior intervention system at Pathfinder High School which teaches the students a new way of thinking positively about their lives, and introduces the strategies to use that thinking to make their dreams a reality. Students will learn how to recognize that in school and out of school that how we think is critical to our happiness and success.

WYOMING EDUCATION CODE ON STUDENT DISCIPLINE

Wyoming State Law (21-4-306) states that the following shall be grounds for suspension, or expulsion of a child during the school year:

1. Continued willful disobedience or open defiance of the authority of school personnel;
2. Willful destruction or defacing of school property;
3. Any behavior that in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety or morals of other students;
4. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or teacher with physical violence;
5. Possession, use, transfer, carrying or selling a deadly weapon within any school bus or 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.

STUDENT DRESS AND APPEARANCE CODE

Students are expected to dress appropriately and in good taste. Clothing that is neat and clean and in harmony with normal community standards of appropriate dress is always acceptable. Clothing that is immodest, extreme, or calls undue attention to itself or to the wearer such that the educational process is unduly threatened, undermined, or disrupted is inappropriate. This includes, but is not limited to, spiked jewelry, bare midriffs, plunging necklines and backs, enlarged armholes, sagging pants, any clothing made of see-through material, extremely short skirts/dresses/shorts, bandanas, scarves, and hats in the building or thongs/underwear showing.

Clothing, decorations, or jewelry which advertise, promote, depict, or which purport to advertise, promote, or depict any controlled dangerous substance as defined by Wyoming law, alcoholic beverages, tobacco or vaping products, are inappropriate. Likewise, clothing, decorations, or jewelry, which displays rude or offensive images, words or phrases are inappropriate. The school will provide alternative clothing for the student to wear for the day. Should the student disagree with the clothing choice, his or her parents/guardians will be called to pick them up immediately. All class time missed will count as an unexcused absence.

SCHOOL LUNCH

Students are expected to eat lunch in a supervised location. Good manners and good behavior in the lunchroom are expected from all students. Talking should be in a normal voice, with no yelling or screaming. Because we have a closed campus, students must be approved through the office to go elsewhere for lunch and must be signed out by a parent/guardian before the beginning of the lunch period. The only exception to this rule is for sophomores, juniors and seniors as discussed earlier in the handbook.

Forms for free and reduced lunch are available during registration and throughout the school year in the office.

All students that attend Pathfinder High School are eligible for free meals which includes breakfast and lunch.

It is the district policy that meals are paid for in advance or at the time of the meal. This includes all free or reduced meals until the applications are approved. Charges are not acceptable and students will not be served if they do not have money to pay for the meal. Meal prices are available on the school website.

In accordance with the Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of actual or perceived age, race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, marital status, pregnancy, 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) of (202) 720-6382 (TTY).

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

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.

Appendix A
FREMONT COUNTY SCHOOL DISTRICT #1 POLICIES AND PROCEDURES

The following are policies and procedures adopted by Fremont County School District #1. Complete policies may be found on our website, landerschools.org under About Us/Governing Board.

ABSENCES AND EXCUSES PROCEDURES (K-8 STUDENTS) (JE-R)

The Board of Trustees of Fremont County School District #1 accepts the responsibility of 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.

In order to adequately document and respond to frequent student absences and tardies the following procedures shall be followed:

Tier 1 BUILDING LEVEL PROCESS

1. Student Services Secretary (SSS) calls parent/guardian on all unverified absences and tardies and records the information in the student data system (Infinite Campus).
2. At the third unverified absence or fifth unverified tardy, the SSS sends a letter to the Parent. This is generated from Infinite Campus. The SSS also informs the principal that the student is of concern.
3. At the fourth and fifth unverified absence or eighth and ninth tardy, the SSS informs the Principal and or a designee (social worker, counselor, etc.) contact the parent/guardian to explain the concerns.
4. At the sixth unverified absence or the tenth unverified tardy, Form 1 from the District Share File is completed and submitted to the Dropout Prevention Coordinator. Form 1 (found on the BIT-RTI Share file) documents the specifics of the contact with the parent/guardian and child. See JED-E

Tier 2 DISTRICT LEVEL PROCESS

1. When a building submits the Form 1 to the Dropout Prevention Coordinator, the Coordinator sends a letter to the parent/guardian with a SARB (Student Attendance Review Board) invitation
2. The Coordinator completes the referral process to the SARB and establishes meeting time(s).
3. The Coordinator determines the need for the BIT (Building Intervention Team) involvement based upon the extenuating circumstances of each case.

Tier 3 COUNTY ATTORNEY, DEPARTMENT OF FAMILY SERVICES REFERRAL PROCESS

1. The Coordinator reviews the documents from the SARB process.
2. The Coordinator presents case material to the County Attorney or Department of Family Services for legal action when appropriate.

ADMINISTERING MEDICINE TO STUDENTS (JHCD)

Except as provided herein, it is the policy of Fremont County School District #1 that absolutely no medication, internal or external, including acetaminophen and other over-the-counter (OTC) medications, shall be dispensed or administered by any school personnel except medication administered in accordance with established school regulations.

When school personnel administer medication to a student during school hours or during school-sponsored activities, the following procedures must be followed:

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. Once the signed written request is received it will be honored until revoked by physician, parent, or school nurse, or if there is a change in the prescription, including medication, dosage, or time of administration.
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.
3. Prescriptions and non-prescription medication must be brought to school in the original container. The container for prescription medication must be labeled with the following information: 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. All medications must be submitted to the school's nurse, health secretary, principal, or administrative assistant and will be kept in a secure location, out of the reach of children.

5. Medications shall be dispensed only by the school nurses or their designees and only according to dosage instructions.
6. With the exception of injection epinephrine or glucagon in an emergency, unlicensed personnel may only administer medication by mouth, nose, eye, or ear, and may apply topical medications to the skin. Unlicensed personnel may also administer inhaled medications.
7. All personnel who will administer medications must receive annual instruction for how to administer the type(s) of medications they may administer prior to being allowed to administer the medications.
8. The school shall keep appropriate records of all medications administered at school or on school-sponsored trips. 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 dispensed, name of the student, and the signature of the person administering the medication.
9. The following OTC medications shall be stocked by each school: ibuprofen, acetaminophen, and diphenhydramine. These medications may be in generic or name brand form and will be dispensed per the assessment of the school nurse or delegee, provided a standing order from a physician for OTC medication administration is on file. Parental consent must be on file in order for a student to receive any OTC medication. The medications will be dosed based on weight and/or age.
10. Epinephrine and albuterol shall be the only prescription medications stocked by each school, provided a standing order from a physician for the medication is on file. Epinephrine pens will be used for allergic reactions where the allergic reaction may be life threatening. Albuterol (inhaler or nebulizer) will be used for asthma symptoms that may become life threatening if not treated immediately. See Policy JHCD-EA for more guidance.
11. Students may be allowed to carry injectable epinephrine to treat anaphylaxis, rescue inhalers for asthma, or insulin and glucagon for diabetes management. A signed, written request of the parent/guardian and signed, written instructions by the student's physician must be submitted to the school, including a statement testifying to the student's capability to responsibly carry and self-administer the medication.
12. 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.
13. 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 written 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. OTC medications that are typically taken on an as-needed basis will not be administered on field trips, with the exception of overnight field trips. In these cases, the teacher, coach, or sponsor for the trip will carry a stock of ibuprofen, acetaminophen, and diphenhydramine. These will be administered only by trained school personnel according to package directions and only to students whose parent/guardian has provided written consent.
 - e. All medications must be in appropriately labeled containers.

ALCOHOL/TOBACCO/DRUG USE AND ABUSE BY STUDENTS (JICG)

The use of alcoholic beverages, tobacco (defined to include electronic cigarettes and vaping devices), dangerous substances, or illegal drugs by students or possession of such by students in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol, dangerous substances, or illegal drugs or following the immediate prior use of alcohol, dangerous substances, or illegal drugs. The reference herein to "dangerous substances" is intended to prohibit the use, possession, or distribution, including vaping, smoking, huffing, inhaling, consuming, absorbing, or otherwise ingesting a substance for the purpose of generating a high or rush, otherwise altering the mental processes or impairing the student's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Dangerous substances include, but are not limited to, airplane glue, rubber cement, paint, Dust-off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks", herbal incense, Saliva Divinorum, Salvinorum A, and

consuming larger than prescribed quantities of medications containing alcohol or other drugs. This policy shall apply to all students regardless of whether or not they are of legal age to possess or use tobacco.

The possession, use, transfer, and/or sale of any substance represented or misrepresented to be behavior altering chemicals is also prohibited.

Any student suspected of being under the influence of alcohol, dangerous substances, or illegal drugs or whose immediate prior use of alcohol, dangerous substances, or illegal drugs is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation.

To help students who are identified as abusing alcohol, dangerous substances, illegal drugs, or tobacco products, District and community resources may be recommended to the student and their parents/guardians. The responsibility of correcting an identified problem is that of the student and his/her parents or guardians. District counselors and social workers may be accessed for support and direction in these matters.

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

Each school's principal has developed and implemented regulations within his/her school governing the consequences for use and abuse of alcohol, dangerous substances, illegal drugs, or tobacco products. These rules are communicated in their respective student/parent handbooks that are approved by the Board of Trustees on an annual basis.

The Board of Trustees reserves the right to enforce infractions of this policy by expulsion or long term suspension regardless of the determined level of offense at any school within the district.

ASBESTOS NOTIFICATION

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

Fremont County School District One developed an asbestos management plan as required by the Asbestos Hazard Emergency Response Act, passed in 1986. Part of the plan includes survey of the condition of asbestos materials every six months to assure they remain in good condition. You are welcome to review a copy of the asbestos management plan in the administrative office of the district during regular business hours. Fremont County School District #1 is the designated asbestos program coordinator, Business Manager Travis Sweeney, and all inquiries regarding the plan and asbestos-related issues should be directed to him.

CHILD FIND (IHBA)

Fremont County School District No. 1 shall implement an ongoing system to locate, identify and evaluate all children birth to 21 residing within the School District who have disabilities and need early intervention under Part C or special education under Part B of IDEA (the Act).

The School District shall identify all children with disabilities regardless of the severity of their disability, including children who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the State;
3. Suspected of having a disability even though they advance from grade to grade;
4. Home schooled;
5. Attending a private (religious or secular) school located within the boundaries of the school district or public agency;
6. Attending a charter or virtual school;
7. Below the age of compulsory school attendance;
8. Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their twenty-first birthday; or
9. Dropped out or disenrolled from public or private school.

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. Your signed return of this handbook shall be considered permission.

DIRECTORY INFORMATION (JO-R)

Fremont County School District #1, State of Wyoming, may disclose directory information without written consent of the parent, eligible students, or guardian. The parent, eligible student, or guardian has the right to refuse to permit the designation of any or all of the categories of information provided refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7, or the following Monday of September 7 is Saturday or Sunday.

Directory information which may be released may include the name and address, parent or guardian telephone listing, date and place of birth, participation in officially-recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees (diplomas) and awards received, the most recent previous educational agency or institution attended by the student, personally identifiable photographs, videotapes, films and other visual media, and personally identifiable interviews, either audio only or audio and visual.

NON-DISCRIMINATION STATEMENT (AC)

Fremont County School District #1 does not discriminate on the basis of actual or perceived age, race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, marital status, pregnancy, or disability. This policy should prevail in all matters concerning staff, students, education programs and services and individuals with whom the school district does business. 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.

All employees, students and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended.

The district shall strive to inform students, parents, employees, and the general public that all educational programs, specifically including vocational opportunities, are offered without regard to actual or perceived age, race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, marital status, pregnancy, or disability. In order to accomplish this a statement of nondiscrimination shall be included in the faculty and student handbooks, if any, and shall be published at least once a year in a newspaper of general circulation in the district. The notice shall include a reference to the person and the address and telephone number of the staff member designated to coordinate civil rights compliance. For purposes of this district, that person shall be the Superintendent of Schools.

All students shall be permitted to enroll in vocational education programs as well as other school programs without consideration of their actual or perceived age, race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, marital status, pregnancy, or disability. To the extent that a prerequisite class may be required before admission, such prerequisite class shall be open to students on a nondiscriminatory basis. No student shall be denied admission on account of limited English language skills.

All employees of this district shall be hired, retained, promoted, transferred, compensated or, if necessary, terminated without regard to their actual or perceived age, race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, marital status, pregnancy, or disability.

Students with disabilities shall be admitted and given equal access to programs and shall not be denied access to vocational education programs or other courses because of architectural or equipment barriers or because of the need for related services or auxiliary aids to the extent reasonable to accommodate the disabled. To the extent possible, disabled individuals shall be placed in regular vocational education programs and education courses.

NOTIFICATION OF RIGHTS UNDER FERPA (JRA-E)

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

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

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

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

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

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 non certified employees of the district who have significant contact with students.

HOMELESS ASSISTANCE NOTICE (JLG)

It is the policy of Fremont County School District No. 1 that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do other children, and the District is committed to assuring that those rights are fully protected and honored. Any person or agency who is aware of any child of school age who meets the definition of a homeless student, or in the event of the enrollment of a student who meets the definition of a homeless student, the person, agency, or principal of the school where the student may be enrolled is requested to inform the District's Homeless Liaison. The Homeless Liaison will respond to the referral to assist in developing an action plan to provide the students with a free appropriate public education.

Homeless is defined as an individual who lacks a fixed, regular and adequate nighttime residence and includes, but is not limited to, an individual who has a primary nighttime residence that is:

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The terms "homeless" or "homeless individual" do not include any individual imprisoned or otherwise detained. In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings and other inadequate accommodations will be considered homeless.

Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or a home for neglected children or youth, they will no longer be considered homeless.

Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long-term basis in adequate accommodations will not be considered homeless.

Doubled-Up Children and Youth

Children and youth who are living in "doubled-up" accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or other similar situation. Families living in doubled-up accommodations voluntarily to save money generally will not be considered homeless.

Foster Children and Youth

In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, will be considered homeless.

Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless even if prior to their incarceration they would have been considered homeless because they are living in inadequate accommodations. Children and youth that are under care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

Children and Youth in Migratory Families

Children will not be considered homeless simply because they are children of migratory families. To the extent that these children may be staying in accommodations not fit for habitation, they will be considered homeless.

Runaways

Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the street, or other inadequate accommodations will be considered homeless, even if their parents have provided and are willing to provide a home for them.

School-Age, Unwed Mothers

In general, if school-age, unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they will be considered homeless. However, if they are staying in such a home only temporarily to receive specific health care or other services and intend to move to other adequate accommodations, they will not be considered homeless.

Sick or Abandoned Children and Youth

There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because their families have abandoned them. These children and youth will be considered homeless because they have no other place to live. Children and youth who were homeless prior to hospitalization will be considered to be homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital.

Dispute Resolution

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is being sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title 1, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written and/or oral explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly.

The parent, unaccompanied youth, or other school district may appeal the school district's decision as provided in the Wyoming Department of Education's dispute resolution process.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT (IIBF-E)

FCSO #1 STUDENT NETWORK & INTERNET ACCEPTABLE USE AGREEMENT

Fremont County School District #1 strongly believes in the educational value of the Internet and other online information resources. They can increase the power of curriculum content standards, enable exciting collaborations, increase productivity, and improve student learning. Resources provided by the Internet and other media sources are important parts of the District's instructional program. These services are provided to promote educational excellence in schools, support our curriculum, and support individual academic needs. **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/his email account has been compromised, she/he should immediately inform a teacher or principal. Students should not delete any threatening or suspicious messages, but leave them as evidence for authorized personnel to evaluate.

Social Networking Usage and Website Posting

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

Expectations Regarding Usage and Communication

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

- Students shall not access, post, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, educationally inappropriate, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
- Students shall not use the system to promote any activity prohibited by school or district policy, local law, state law, federal law, or Fremont #1 Board policy.
- Students shall not disrupt, vandalize, or modify any network equipment, software, or computer hardware.
- Students shall not interfere with the work of other users or violate the privacy of others.
- Students shall not knowingly introduce malware, worms, 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.

More information about each of these points may be found on the Fremont #1 Technology website. A link to our website is included on the District Website at www.landingschools.org.

PARENT AND FAMILY ENGAGEMENT (TITLE I SCHOOLS) (KBDA)

The Every Student Succeeds Act (ESSA) requires meaningful parent involvement in their children’s education. ESSA requires that all school districts that receive Title I funds have a written parent and family engagement policy. This policy shall be developed jointly with and agreed upon by both educators and parents. The intent of this policy is to involve parents and family as partners in the process of school review and improvement, in activities to improve student academic achievement and school performance, and to have an integral role in assisting in their child’s learning. Meaningful efforts will be made to ensure involvement of all parents, along with community members, including parents of students often needing supplemental assistance in order to attain proficient levels of achievement.

The District shall annually, by the end of September (or following the release of achievement data, if later), through a variety of communication avenues inform parents regarding the following:
the status of District schools as it relates to the Elementary and Secondary Education Act (ESEA), “Every Student Succeeds Act” (ESSA), student achievement results and concerns, program and rights of parents to have meaningful involvement in the planning, review and improvement of the Title I program.

The District shall offer, in addition to an annual meeting, a flexible number of meetings at times determined most appropriate to gather parental involvement in developing, reviewing and evaluating on an ongoing basis this Parent and Family Engagement Policy. Parents shall be notified of:

1. their right to examine staff members’ qualifications related to the ESSA requirement that parents of Title I students be allowed to request the qualifications of teachers and paraprofessionals providing services to their child (see policy GBJ);

2. their rights regarding their child’s attendance site or participation in programs focused on school improvement;
3. assurances that all students in the District shall be involved with state-required assessment, with alternate assessments or exclusions only as allowed under Wyoming Department of Education guidelines;
4. the District’s commitment to offering training annually, to parents, related to activities in the home which reinforce student progress in such areas as reading, mathematics, science, self-esteem, and others;
5. their right to be informed about progress and to be involved with decision-making regarding their child’s educational program, and in a language appropriate to their circumstances;
6. Consolidated Grant resources available for use in parent activities including training, out-of-district school site visitations, and support for meeting expenses including child care, transportation, and supplies;
7. that the District shall provide opportunities for parents to meet individually with staff, at times as convenient as practicable, to discuss student progress and concerns. Parents will be informed of internet-based, secure information which they may retrieve, on a daily basis if so desired.
8. their right, if they are home-schooling parents, to have access to federally-funded programs such as Title I, Special Education, and staff development training, and that their children may participate in annual state-mandated assessments;
9. requirements as mandated by State standards, State assessments, and requirements for graduation.

The School District and parents will develop a school-parent compact that outlines how parents, students and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate. The School District will offer assistance to parents in understanding the education system and the state standards, and how to support their children in achievement. The District will provide materials and training to help parents work with children. The District will educate teachers and other school staff, including school leaders, in how to engage families effectively. The District will coordinate with other federal and state programs, including preschool programs. The District will provide reasonable support the parents may request and provide information in a format and language parents can understand.

District Title I Parent Advisory Council/School-Parent Compact

A District Title I Parent Advisory Council, composed of parents from each of the District’s Title I schools, shall meet a minimum of twice annually with the District Title I Director and Title I staff to address the areas described below. The required meetings shall occur in October and May, following building-level meetings in September and April.

1. Review of present implementation progress and parent input, including a review of this policy and recommendations for changes, if necessary.
2. Information and review of training opportunities for parents and staff.
3. Review of current priorities and activities and an opportunity for input from parents for additional considerations.
4. Review reports from building-level meetings and consider for adoption recommendations from those meetings.
5. Make recommendations having the intent of encouraging parent participation in Title I-related activities.

Building Level Parent Involvement/School-Parent Compact

Each Title I school shall have a committee composed of parents of Title I parents which shall meet a minimum of twice annually (September and April) with building Title I staff and administration. Among the responsibilities of each committee shall be:

1. providing support as appropriate for the school’s parent conference activities including information gathering, registration, and other help to improve school-community communication;
2. providing input to the building’s School-Parent Compact, particularly in areas related to parent training, instructional support in the home, and other topics focusing on student performance;
3. providing building-level recommendations to be taken to the District Title I Advisory Council, addressing the topics listed in that body’s description of responsibilities;
4. involving, as appropriate, staff from “feeder” pre-schools.
5. outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Each Title I school shall provide written progress reports to parents concerning their child’s academic performance, on a regular basis, and shall schedule parent conferences a minimum of twice annually for individual sessions. In some instances, meetings may be held more frequently to address significant concerns or problems.

Of the Title I funds received by the District, not less than one percent (1%) shall be mandated to fund family engagement with the District sending at least ninety percent (90%) of those funds directly to the Title I school.

PARENTS RIGHT TO KNOW (SEC. 1112. [20 U.S.C. 6312], section (e))

INFORMATION FOR PARENTS.— At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), the following information:

- 1) Information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - i) Whether the student's teacher—
 - (1) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (2) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (3) is teaching in the field of discipline of the certification of the teacher.
 - ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
 - b) ADDITIONAL INFORMATION.—In addition to the information that parents may request, a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student—
 - i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
 - ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- 2) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
 - a) For each grade served by the local educational agency, information will be provided on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required district-wide by the local educational agency, including—
 - i) the subject matter assessed;
 - ii) the purpose for which the assessment is designed and used;
 - iii) the source of the requirement for the assessment; and
 - iv) where such information is available—
 - (1) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (2) the time and format for disseminating results.
 - b) LOCAL EDUCATIONAL AGENCY THAT DOES NOT OPERATE A WEBSITE.—In the case of a local educational agency that does not operate a website, such local educational agency shall determine how to make the information described in subparagraph (A) widely available, such as through distribution of that information to the media, through public agencies, or directly to parents.
 - 3) Information to parents of an English learner identified for participation or participating in such a program, of—
 - a) the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
 - b) the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
 - c) the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - d) how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
 - e) how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
 - f) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
 - g) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
 - h) information pertaining to parental rights that includes written guidance—

- i) detailing the right that parents have to have their child immediately removed from such program upon their request;
 - ii) detailing the options that parents have to decline to enroll their child in such program or to
 - (a) choose another program or method of instruction, if available; and
 - iii) assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.
- i) SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR.—For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the local educational agency shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program consistent with subparagraph (A).
- j) PARENTAL PARTICIPATION.—
- i) IN GENERAL.—Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (1) be involved in the education of their children; and
 - (2) be active participants in assisting their children to—
 - (a) attain English proficiency;
 - (b) achieve at high levels within a well-rounded education; and
 - (c) meet the challenging State academic standards expected of all students.
 - ii) REGULAR MEETINGS.—Implementing an effective means of outreach to parents shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part or title III.
- k) BASIS FOR ADMISSION OR EXCLUSION.— A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES (20 U.S.C. 1232h)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires schools to notify you and obtain consent or allows you to opt out your child from participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”)

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

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

(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.)

SECLUSION AND RESTRAINT POLICY (JLJ)

FCSD#1 has a policy on seclusion and restraint of students. This policy can be found on the school district website under the About Us tab under Governing Board. For questions about the policy, please contact your child’s principal or the District’s Special Services Director (332-4711).

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).

SEXUAL HARASSMENT (GCOD)

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.

STUDENT TRANSPORTATION FOR ACTIVITY TRIPS (JFCD)

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

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

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

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

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

TRANSFER OF SCHOOL DISCIPLINARY RECORDS (20 USC 7917)

Title VIII of the Every Student Succeeds Act (ESSA) 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 8537 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.

UNSAFE SCHOOL CHOICE OPTION (20 USC 7912)

According to section 8532 of the Every Student Succeeds Act (ESSA), each state receiving funds under this act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the state in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school..

VOLUNTEERS – BACKGROUND CHECKS (IICD)

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

All volunteers will be asked to complete the District's "Volunteer Information Form."

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.

WEAPONS POSSESSION (GCU)

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.

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.

Employees approved to carry a concealed weapon under policy CKA are exempted from this policy.

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

CONSEQUENCES:

The possession or use of any item construed as a weapon shall require disciplinary proceedings to begin which may include discipline, suspension and the possibility of expulsion, dismissal, or termination of the person involved. The following proceedings shall be immediately initiated by the principal or his/her designee:

- A. Notify parents. (Student infraction only.)
- B. Notify Superintendent (or designee). The Superintendent shall notify legal counsel.
- C. Notify police. (Police will be notified and an investigation will occur at police option, any aggrieved person may request an Investigation by police/county attorney.) Immediately initiate proceedings for discipline suspension, expulsion, dismissal, or termination of person(s) involved via applicable State statutes and district policies.

SEE ALSO POLICY JICI-STUDENT, KN-PUBLIC

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.

School-Parent Compact

Pathfinder High School - 2021-2022 School Year

NOTE: Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in Title I, Part A activities, services, and programs. That compact is part of the school's written parental involvement policy developed by the school and parents under section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

SCHOOL-PARENT COMPACT

Pathfinder High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's and school's high standards.

This school-parent compact is in effect during school year 2021-2022.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Pathfinder High School Will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Pathfinder High School has identified priority standards, written proficiency scales to define success on those standards, created the unit guides to allow appropriate pacing and integration of standards and have created the common formative assessments to assess student learning towards those standards. We have a Building Intervention Team (BIT) that monitors student progress and ensures that all students have what they need to be successful. Some of the tools that we employ for Tier 2 intervention are the CCRA & B Blocks where students are referred for either will or skill issues. We have also employed Title I Math and Reading Interventionist teachers to allow for Tier 3 intervention and have identified students who would best benefit from such intervention.

2. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held three times annually at the end of the 1st, 2nd and 3rd Semesters.

3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

Progress reports are sent home at mid semester and final report cards are mailed home at the end of the semester. Parents are also able to monitor student progress in real time through our Parent Portal.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Before and after school and by appointment during their prep.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Anytime as requested so long as it does not create an interruption to the education of others.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that all requirements are completed.*
- *Monitoring amount of electronic use by students.*
- *Being active in the education and activities of my student.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving to the extent possible, on parent groups.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Complete, to the best of my ability all things assigned by the teacher and ask for help when I need to.*
- *Have good attendance and be a productive and responsible student while in attendance. Ensure that when you are not in attendance you have taken care of your responsibilities for what you have missed.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

Pathfinder High School will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

(Source: Extract- Appendix E:USDE Non Regulatory Parental Involvement Guidance)

Pathfinder High School
Sophomore/Junior/Senior Lunch Privilege

*Sophomores/Juniors/Seniors will have the option to leave campus during lunch if they meet the following expectations:

Expectations in order to have Open Campus Lunch:

1. Arrive to school on time
2. ALL assignments completed for classes - May not be on the tutoring list
3. Passing all classes
4. Return on time from lunch
5. Eat lunch during lunch - you may not bring back food for class/classmates after lunch is over
6. Senior project finished by due date
7. Form must be signed by parent/guardian
8. Be on track for graduation

Consequences

1. If you return late from lunch, you will lose lunch privilege for the next day
2. If you are habitually late or bring back food to students in classes, you will lose privilege for a set amount of time to be determined by Mrs. Wall
3. If senior project is not completed by due date, you will loose open campus lunch until project is complete
4. Lunch Privilege will be suspended due to misbehavior in school or violation of handbook rules

*Mrs. Wall reserves the right to cancel open lunch for juniors/seniors at any time.

Student Name

Parent Name

Student Signature

Parent Signature

Principal

Principal Signature

PATHFINDER HIGH SCHOOL 2021-2022

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 # _____

OPT-OUT MILITARY:

Federal law requires high schools provide military recruiters access to directory information unless the parent/eligible high school student specifically DENIES THE ACCESS. Information released to recruiters includes, but is not limited to: name, address, phone, grades, activities, etc. If you wish to DENY this access, sign here:

Parent/Guardian signature: _____ Date: _____

If you wish to change a previous DENIAL (indicating your signature is no longer in effect and student information may be released), you must notify the principal in writing.

STUDENT HANDBOOK

We have read and reviewed the Student Handbook and understand and agree to all of its contents. (Located on <https://www.landingschools.org/Pathfinder/>)

NEW STUDENTS TO FCSD #1- ONLY

SCHOOL NURSE WyIR ACCESS AGREEMENT:

To ensure the Wyoming Department of Health is aligning with the Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rule, Wyoming School Nurses must obtain parent/guardian agreement before accessing a student's immunization record within the Wyoming Immunization Registry (WyIR). No student record shall be accessed in the WyIR by a school nurse without parent/guardian agreement.

By signing this form, I have reviewed the responsibilities and expectations outlined for Opt-Out Military and Student Handbook policies.

Student name (print legibly): _____

Date: _____ Grade: _____

Student signature: _____

Date: _____ Grade: _____

Parent/Guardian signature: _____

Date: _____ Grade: _____

PLEASE RETURN THIS FORM TO PHS