

WELCOME



The staff members at the Arvada/Clearmont schools (Sheridan County School District #3) welcome all incoming students and look forward to having the opportunity to assist them in achieving their personal academic goals while encouraging them to grow and expand their unique talents.

The staff is dedicated to providing positive and productive opportunities designed to enable students to reach their full potential and exceed expectations. In order to benefit from these opportunities, individual students must set clear and focused goals that will allow their *potential* to translate into *performance*.

Every student attending A/C schools is expected to show respect for all teachers, school personnel and other students at all times. It is the responsibility of each student to act in a mature, courteous manner while attending classes and extra-curricular activities.

The Student Handbook is intended to acquaint students and their parents with all aspects of A/C Schools. The Handbook will also help students and parents to become better acquainted with the school facilities, services, rules of conduct, activities, and clubs.

We invite all students to become involved in a challenging course of study that will prepare them for their future academic and career choices.

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8 KEYS OF EXCELLENCE

INTEGRITY

Match behaviors with values.

Conduct yourself in the state of authenticity, sincerity and wholeness that results when your values and behaviors are aligned.

FAILURE LEADS TO SUCCESS

Learn from mistakes.

Embrace the concept that failures provide you the information you need to learn and grow so that you can succeed.

SPEAK WITH GOOD PURPOSE

Speak honestly and kindly.

Speak in a positive sense with good intent, being responsible for honest and direct communication.

THIS IS IT!

Make the most of every moment.

Focus your attention on the present moment; knowing that how much attention you pay to *now* determines the quality of your tomorrow.

COMMITMENT

Do whatever it takes.

Follow your vision without wavering. Keep your promises to yourself and to others.

OWNERSHIP

Take Responsibility for actions.

Be accountable and responsible for what you feel, say and do.

Be someone who can be counted on, someone who responds.

FLEXIBILITY

Be willing to do things differently.

Recognize what's not working and be willing to change what you are doing to achieve your desired outcome.

BALANCE

Keep a healthy mind, body and spirit.

Make positive choices. Experience a sense of well-being and fulfillment by focusing on your highest priorities.



2016 – 2017 MASTER SCHEDULE



Elementary Lunch 11:00 – 11:25
Jr. High / High School Lunch 11:29 – 11:55

| | 1ST PERIOD 8:00 - 8:50 | 2ND PERIOD 8:53 - 9:43 | 3RD PERIOD 9:46 - 10:36 | 4TH PERIOD 10:39 - 11:29 | 5TH PERIOD 11:58 - 12:48 | 6TH PERIOD 12:51- 1:41 | 7TH PERIOD 1:44 - 2:34 | 8TH PERIOD 2:37 - 3:27 | 9TH PERIOD 3:30 - 4:00 |
|------------------|---------------------------------|---------------------------------|----------------------------------|---|-----------------------------------|--------------------------------------|------------------------------------|--|---------------------------------|
| BETZ | WYOMING HISTORY 7 | AMERICAN HISTORY 9 | GEOGRAPHY 8 | AMERICAN HISTORY/ GEOGRAPHY 10 | GOVT 11 | TECH | PREP | WYOMING HIST/HIST N AMER INDIANS 11-12 | TECH |
| ROWE | TRADES MATH 12 | ADV MATH CONNECT 11-12 | ALG I 9 | MATH 8 | MATH 7 | ALG IA 9 | MATH METHODS 7-12 | PREP | STUDY HAL |
| WALKER | SCIENCE 8 | BIOLOGY 10 | CHEMISTRY 11-12 | SCIENCE 7 | PHYSICAL SCIENCE 9 | DISTRICT SCIENCE COORDINATOR | DISTRICT SCIENCE COORDINATOR | PREP | STUDY HAL |
| PERRY | PRE CALC- ALG 12 | ALG II 11 | GEOMETRY 10 | PREP | CW | CW | CW | CW | STUDY HAL |
| SURRELL | PREP | ELEM | ELEM | BEG BAND | ELEM | INDEPENDENT MUSIC 11-12 | BAND 7-12 | CHOIR 7-12 | STUDY HAL |
| DOKE | ELEM | ELEM | PREP | SPANISH 3 & 4 11-12 | SPANISH 2 10-12 | SPANISH 1 9 | SPANISH 2 10-12 | SPANISH 2 10-12 | STUDY HAL |
| LATHAM | AG 12 | PREP | AG 11-12 | AG 11-12 | DIVERSIFID AG 10 | AG 11-12 | AG 11-12 | INTRO TO AG 9 | STUDY HAL |
| CLABAUGH | PE/HEALTH 9-10 | PE 7-8 | ELEM | PREP | ELEM | HEALTH 7/8 | ELEM | WEIGHTS 11-12 | STUDY HAL |
| KNUDSVIG | PREP | ELEM | ELEM | YEARBOOK 9-12 | ELEM | ART 9-12 | ART 7-12 | ART 7-12 | STUDY HAL |
| BUSINESS | | | | | PREP | *CAREERS/ TECH/ LIFESKILLS 7/8 | INTRO TO BUSINESS 9-12 | ACCT 1 10-12 | STUDY HAL |
| ELLINGROD | COUNSELOR | COUNSELOR | COUNSELOR | COUNSELOR | CAREERS 12 | COUNSELOR | PSYC 1000 11-12 | COUNSELOR | COUNSELO |
| MACK | ENGLISH 11 | ENGLISH 12 | ENGLISH 7 | ENGLISH 9 | ENGLISH 8 | ENGLISH 10 | PREP | ELA METHODS 7-12 | STUDY HAL |
| DYESS | SPED ED | SPED ED | SPED ED | SPED ED | SPED ED | SPED ED | STUDY SKILLS 7-12 | STUDY SKILLS 7-12 | STUDY HAL |

*ROTATION-TECH 7; CAREERS 8 AND LIFESKILLS 7/8

Student schedule changes will not be made except under the following circumstances:

- In cases where students have failed a prerequisite course during a previous semester. For example: A junior may drop a class to retake sophomore English if he/she previously failed sophomore English.
- By administrative directive.

While circumstances may justify dropping classes at virtually any point during the semester, new classes will NOT be added without the permission of the administration or their designee after three school days into a quarter

GENERAL SCHOOL INFORMATION

MISSION STATEMENT

EMPOWERING STUDENTS TO SUCCEED AS LIFE LONG LEARNERS THROUGH DIVERSE AND INDIVIDUAL EDUCATIONAL OPPORTUNITIES.

BELIEF STATEMENT

Curriculum

A guidance tool used to identify where, when and to what extent standards are taught and assessed for the purpose of learning.

Environment

- ***We believe*** that our safe, supporting and inviting environment encourages students to be life long learners.
- ***We believe*** the environment reflects a creative use of time, space, resources and personnel in support of the high values we place on learning and achievement.

Staff

- ***We believe*** that teachers and support staff will continue to participate in professional development to improve instructional practice or effectiveness in their roles.
- ***We believe*** that teacher collaboration is important to improve instructional practice.

Student

- ***We believe*** students have a responsibility to take ownership in their education by taking advantage of the diverse and individual educational learning opportunities provided by the District.
- ***We believe*** it is the students' responsibility to demonstrate respect of other individuals, the school, the community, and the environment.

Parents, Family and Community

- ***We believe*** that parents, family, and community members play a key role in the success of a child's education.
- ***We believe*** that the community provides additional educational resources for staff and students.

TESTING INFORMATION

ACT (American College Testing)

Dates: October 20, 2016 and April 6, 2017

ACT Writing (Juniors Only) **April 19, 2017**

Make-Up ACT Writing (Juniors Only) **May 3, 2017**

- Seniors take the ACT.
- Juniors are required by Wyoming law to take the ACT test in April.
- Other dates elsewhere are in December and February or June.

ASPIRE – Dates: April 10, 2017 – May 3, 2017

ASVAB – Date: September 14, 2016

- Juniors ASVAB.
- Military based test providing students with military and career information

K-6 Benchmark Assessments

Dates: (Fall) August 30, 2016 – September 8, 2016

(Winter) December 8, 2016 – December 18, 2016

(Spring) May 1, 2017 – May 9, 2017

MAP (Measure of Academic Progress)

Dates: (Fall) August 24, 2016, August 25, 2016 & August 29, 2016

(Winter) December 6, 2016, December 7, 2016 & December 8, 2016

(Spring) May 10, 2017, May 11, 2017 & May 15, 2017

- Students K-12 take MAP.

This computerized, adaptive, state-aligned assessment program allows teachers to quickly place students on the appropriate learning path. MAP results provide educators accurate information to:

- Identify the skills and concepts individual students have learned.
- Diagnose the instructional needs of each student.
- Guide data-informed decisions at the classroom, school and district levels.
- Place students into appropriate instructional programs.
- Monitor academic growth over time.

NAEP (National Assessment of Educational Progress)

Dates: January 30, 2017 – March 10, 2017

PSAT (Pre SAT) **Date: October 19, 2016**

- Juniors may take the PSAT.
- Prepares students for SAT
- Students can qualify for the National Merit Scholarship Program

WorkKeys

Dates: (Juniors & Seniors): April 19, 2017 – May 3, 2017

- Provides reliable, relevant information about workplace skill levels.

Proficiency Assessment for Wyoming Students (PAWS) Window: March 13 – March 24, 2017

- Grades 3-8 are required by state law to take the Proficiency Assessment for Wyoming Students.
- Standardized tests are administered according to policy and state guidelines.

PARENT INVOLVEMENT

Open House (Replaces the Meet the Teachers Night)

At the beginning of the school year, an open house is held for families and students. This is an excellent opportunity to meet school staff members and tour the facilities as well as learn about class and building goals, academic programs, classroom organization and classroom management.

Parent/Advisory Council

The district strongly encourages parents to be involved in their child's educational environment.

Parent Volunteers

Parents volunteer in a variety of ways. Parent participation supports student success. Ask a teacher or the principal what the needs of your child's classroom or school are and become involved!

Parents on Committees

Parents are invited to participate in the following committees: district calendar committee and the Advanced Ed process. Contact the school about information on these committees.

COMMUNICATION

School Web Site: <http://www.sheridan3.com>

Newsletters

SCSD #3 has a school newsletter that is sent home on a regular basis. The newsletter is a good source of information regarding activities/events, schedules or schedule changes, outstanding student and staff achievements, the honor roll, and news about what is happening in your child's school. Parents are encouraged to read the newsletter with their children. In addition, notices are sent home concerning other events as they occur.

Bulletin Boards

The bulletin boards are primarily for the display of notices, announcements, or posters regarding school activities. Since this is the general information center for our school and student body, it would be good to read the notices. No notices, extraordinary publicity, advertising, banners, or large signs may be posted on the walls without the approval of the administration.

EXPECTATIONS

Zero Tolerance Policy- Threats, weapons, drugs and alcohol are not tolerated.

Drug Free Schools - Title IV provides federal funding for a variety of programs designed to promote healthy lifestyles in the student population, as well as encourage parent and community involvement and provide staff training.

Safe & Drug Free Schools and Communities are committed to ensuring that all district schools are safe, disciplined, and drug free. Prevention is the district model for helping youth to be healthy and successful.

Prevention materials are provided to all elementary and secondary schools for classroom use. Safe and drug-free resources are also available to families in the community. Examples of services and activities provided in individual and group formats are as follows:

Red Ribbon Week – SCSD #3 participates annually in a community campaign as part of the national effort to reduce the demand for drugs. The District participates in positive action activities that educate students on the dangers of alcohol, tobacco, drug use, and violence.

DARE (Drug Abuse Resistance Education) – The one-semester Drug Abuse Resistance Education course is presented by local law enforcement to all district 5th and 6th grade students.

Drug Abuse Recognition Training – School administrators, nurses, and other school staff learn how to assess students who are suspected of being under the influence of drugs or alcohol while at school.

Wyoming Tobacco Free – SCSD#3 is a *Tobacco Free* campus.

BOARD OF TRUSTEES

- Catherine Fennema
- Barry Bauer
- Amy Vineyard
- Barbara Carlock
- Kris Malli

TELEPHONE DIRECTORY

| | | | |
|--------------|-------------------------|--------------|-----------------------------------|
| 307-758-4411 | A/C School | 307-751-3403 | Arvada / Spotted Horse Route |
| 307-758-4412 | A/C School | 307-751-3404 | Murphy Gulch Route |
| 307-758-4444 | A/C Fax | 307-751-7201 | HWY 14-16 Route / Buffalo Sawmill |
| 307-736-2219 | Arvada Elementary | 307-751-4533 | Leiter Route |
| 307-758-4407 | A/C Bus Barn | 307-751-3405 | Lower Powder River Route |
| 307-751-8313 | Wild Horse Route 2 / AM | 307-751-3407 | Upper Powder River Route |
| 307-752-9262 | Wild Horse Route 2 / PM | 307-751-3406 | Wild Horse Route |

FACULTY AND STAFF

| Administration | Staff | Phone Extension |
|------------------|----------------|-----------------|
| Superintendent | Charles Auzqui | 106 |
| Principal | Christy Wright | 120 |
| Business Manager | Greg Rohrer | 104 |

| Arvada Elementary | Staff | Phone Extension |
|--------------------------------------|-----------------|-----------------|
| Kindergarten – 4 th Grade | Jan Gibbs | 203 |
| Paraprofessional | Terri Armstrong | 201 |
| Kitchen / Custodian | TBA | 202 |

| Clearmont Elementary | Staff | Phone Extension |
|---|----------------|-----------------|
| Kindergarten – 2 nd Grade | TBA | 137 |
| 3 rd – 4 th Grade | Paula Brown | 141 |
| 5 th – 6 th Grade | Annette Graham | 140 |
| LLI Instructor / K-6 Curriculum | Alicia Auzqui | 138 |

| Clearmont Secondary | Staff | Phone Extension |
|------------------------------------|-----------------|-----------------|
| Vocational / Ag | Lynne Latham | 110 |
| Science | Ross Walker | 111 |
| Social Studies | Jennifer Betz | 112 |
| English | Betsy Mack | 113 |
| Mathematics / Curriculum | Carol Perry | 114 |
| Mathematics | Tim Rowe | 115 |
| Special Education Teacher/Director | Cassey Dyess | 116 |
| Art | Dawn Knudsvig | 117 |
| Music | Jill Surrell | 107 |
| Spanish / K – 6 Elementary | Roy Doke | 136 |
| Physical Education | Jannan Clabaugh | 109 |
| Business | TBA | 118 |
| Speech Pathologist | TBA | 121 |

| Support Staff | Staff | Phone Extension |
|-----------------------------|-----------------|-----------------|
| First Aid Office | TBA | 131 |
| Guidance Counselor | Loyce Ellingrod | 134/122 |
| Counselor | Randy Kjerstad | 121 |
| Librarian | Debbie Gorzalka | 119 |
| K-6 Math Paraprofessional | Joslyn Camino | 136 |
| Paraprofessional | Gale Cole | 114 |
| Special Ed Paraprofessional | Samantha Grubb | 116 |
| Special Ed Paraprofessional | Mike Sauers | 116 |

| Office Personnel | Staff | Phone Extension |
|--|-------------------|-----------------|
| Administrative Assistant | Jolene Poppenga | 100 |
| Account Payable / Payroll Clerk | Brenda Michelena | 101 |
| Office Assistant | Stacy Rockafellow | 102 |
| Athletic Director/ Administrative Assistant | TBA | 124 |

| Food Service | Staff | Phone Extension |
|--------------|-------------|-----------------|
| Supervisor | Greg Rohrer | 144 |

| Maintenance / Custodial | Staff | Phone Extension |
|-------------------------|------------|-----------------|
| Supervisor | Jay Buhr | 126 |
| Custodians | Casey Buhr | 127 |
| | TBA | |

| Transportation | Staff | Phone Extension |
|----------------|-----------------|-----------------|
| Supervisor | Gary Roebling | 758-4407 |
| Driver | Terri Armstrong | 201 |
| | Stefhanie Buhr | 144 |
| | Casey Buhr | 127 |
| | Leslie Holmes | |
| | Bob Lepper | |
| | LeRoy Malli | |
| | Tom Schmid | |

ACTIVITIES AND SPONSORS

| | |
|-------------------------------|---------------------------------|
| Annual/Yearbook | Dawn Knudsvig |
| FBLA | Business Teacher |
| FFA | Lynne Latham |
| 7th Grade | Cassey Dyess / Roy Doke |
| 8th Grade | Jennifer Betz / Jill Surrell |
| 9th Grade | Lynne Latham / Ross Walker |
| 10th Grade | Carol Perry / Tim Rowe |
| 11th Grade | Dawn Knudsvig / Jannan Clabaugh |
| 12th Grade | Betsy Mack / HS Business |
| National Honor Society | Jennifer Betz |
| Student Council | Loyce Ellingrod |
| TRI-M | Jill Surrell |

ATHLETIC SPONSORS/COACHES

| | |
|----------------------------|-----------------------------------|
| Athletic Directors | Christy Wright / Farrah Patterson |
| HS Football | Rob Hammond (Buffalo) |
| JH Football | Scott Wodahl (Buffalo) |
| HS Volleyball | Sarah Walker |
| JH Volleyball | TBA |
| HS Cross Country | Sandy Moon (Buffalo) |
| Girls HS Basketball | TBA |
| Boys HS Basketball | Ross Walker |
| Boys JH Basketball | Wade Betz |
| Girls JH Basketball | TBA |
| HS Track | Ross Walker |
| JH Track | Aaron Cleare |
| Golf | Tim Marton (Buffalo) |
| Girls HS Soccer | Jen Skaggs (Buffalo) |
| Boys HS Soccer | Dick Edgecomb (Buffalo) |

SCHOOL BUILDING HOURS AND GUIDELINES

School hours are from 8:00 a.m. - 4:00 p.m. Students are not to be in any buildings before 7:35 a.m. or after 4:10 p.m. in Clearmont. No students are to be in the weight room, computer lab or gym during the school day unless under the direct supervision of a teacher.

Students wishing to be in the building before or after these times must have permission from one of the teachers and must be supervised by that teacher during that time.

Students who are involved in after-school activities need to leave the building by 6:15 p.m. or must be supervised by a teacher to remain in the building.

ASBESTOS MANAGEMENT INFORMATION

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was recently enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. Asbestos properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

We have had our facilities re-inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos.

Our asbestos inspector has developed an Asbestos Management Plan for our facilities, which includes this notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the Asbestos Management Plan is available for your inspection in our administration office during regular office hours. If you have questions, you are welcome to leave your contact information and our Asbestos Program Manager can contact you regarding your inquiries.

We are intent on not only complying with, but also exceeding Federal, State, and Local regulations to insure your children and our employees have a healthy, safe environment in which to learn and work.

For more information contact Jay Buhr, Head of Building Maintenance at 307-751-3103.

RULES/EXPECTATIONS

BASIC RULES

The following rules have been developed because no student will be allowed to interfere with a teacher's right to teach or with another student's right to learn, nor will any students be allowed to cause harm to themselves or others.

STUDENT EXPECTATIONS

The student shall...

- demonstrate respect, responsibility, and safety toward adults, fellow students, and guests.
- attend class daily and be on time to class with appropriate learning materials.
- complete assignments on time that reflect quality work.
- exhibit a willingness to participate in his/her educational learning and seek out additional educational assistance and enrichment.

RULES AND REGULATIONS

- Every pupil is entitled to an education offered in a safe and orderly environment.
- Rules and regulations in this handbook are applicable at all school-related functions at home and away.
- **No student visitor passes are allowed unless for educational purposes.**
- Backpacks and coats are to be placed in lockers during the day.

- Hats are to be removed upon entering the building and may not be worn until the end of the school day.
- Food and drink must remain in the commons area during the school day.
- Water in clear containers is allowed in the classrooms.
- Students are not allowed individually to use district technology for playing games, listening to personal music, downloading music, emailing or watching video clips that have no educational value.
- MP3 players, i-Pods, headphones, Xboxes and other personal music devices are not allowed during the school day.
- Student cell phones and pagers are not permissible.

PROHIBITED ITEMS

- Any item disruptive to the learning process or representing a danger to students is prohibited.
- Firearms, knives, and related materials are not to be brought into the building or on school property at any time.

Misuse of any of the above items will result in consequences and may result in the confiscation of the item in which case the parent or guardian will be notified to come and pick up the item.

VISITORS

Parents are always welcome and encouraged to visit during the school day but must check in at the office.

TELEPHONE

To limit the interruptions to educational learning, the office will not deliver telephone messages or transfer calls to students until the end of each period unless it is an emergency situation.

“SAVE A FRIEND – SHARE A SECRET”
24-HOUR HOTLINE: 1-800-273-TALK
WEBSITE: www.suicidepreventionlifeline.org

24-HOUR HELPLINES:
911 Emergencies
(307) 237-9583 Central Wyoming Counseling Center
(307) 237-7444 Wyoming Behavioral Institute

GRADUATION REQUIREMENTS AND CEREMONY

Determination of eligibility for graduation from SCSD #3 requires a student to pass through two gates:

1. the accumulation of Carnegie units (credits)
 2. the attainment of proficiency as demonstrated through a body of evidence demonstrating student mastery of content standards.
1. Requirement for accumulation of Carnegie units according to Wyoming statute 21-9-101. In order to receive a diploma, students must earn credits including these core classes:
 - English - 4 credits/4 years
 - Social Studies - 3 credits/3 years (Must include geography, American Government, US History)
 - Math - 3 credits/3 years
 - Science - 3 credits/3 years (Must include Biology and Physical Science)
 - Physical Education - 2 credits/2 years

Sheridan County School District #3 Graduation Credit Requirements

| Graduating Class | Credits Required to Graduate | Total Possible Credits |
|------------------|------------------------------|------------------------|
| 2012 + | 28 | 32 |

The high school transcript is the official documentation and record of earned course credits.

2. Requirement for determining mastery of content standards as required in Wyoming Statute 21-2-304 includes the determination of proficient performance as demonstrated through a body of evidence identified by the district. A SCSD #3 high school diploma shall be offered that provides for one of the following endorsements, which will be stated on the transcript of each student:

Advanced endorsement - requires a student to demonstrate advanced performance in a majority of the areas of the common core of knowledge and skills specified under W.S. 21-9-101 and proficient performance in the remaining areas.

Comprehensive endorsement - requires a student to demonstrate proficient performance in all areas of the common core of knowledge and skills.

General endorsement - requires a student to demonstrate proficient performance in a majority of the areas of the common core of knowledge and skills.

The common core of knowledge and skills content areas are language arts, mathematics, science, social studies, foreign language, health, physical education, career/vocational education, and fine/performing arts. The district maintains a record of each student's proficiency scores on assessments.

These requirements apply to all students including transfer students regardless of transfer date, any student identified as Special Education, Section 504, and At-Risk. While the requirements remain constant for all students, the IEP and 504 teams have significant responsibilities for designing, implementing, and ensuring adaptations to instruction and accommodations to assessment so that students with disabilities are given every opportunity to learn and meet the requirements for graduation. This regulation is interpreted and implemented consistently with State statutes and regulations concerning students with disabilities.

GRADUATION CEREMONY GUIDELINES

Commencement exercises are a solemn, traditional and academic ceremony in which deserving students are awarded a diploma from SCSD #3. PARTICIPATION IN GRADUATION IS A PRIVILEGE; IT IS NOT REQUIRED. Those who choose not to participate may receive their diplomas at the principal's office after the graduation ceremony.

DRESS CODE

All graduates will follow district dress code expectations.

BOYS - Dress trousers (no jeans or shorts), dress shoes, a shirt and tie, and the graduation cap and gown are expected.

GIRLS - A dress or skirt (no jeans or shorts), dress shoes, and the graduation cap and gown are expected.

CEREMONY EXPECTATIONS

1. Due to the solemnity of the occasion, a respectful attitude and silence during the ceremony contributes most to its enjoyment.

2. Applause and cheering should take place only after the entire class has graduated, not during the roll call of individual graduates.
3. Valedictorian and Salutatorian Addresses, as well as other student speeches, must have the approval of the Principal.

STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN SENIOR GRADUATION ACTIVITIES, INCLUDING GRADUATION EXERCISES, UNLESS ALL GRADUATION REQUIREMENTS HAVE BEEN MET AND ALL FINES PAID.

ONLINE COURSES

Guidelines for General Online

Students must meet the following guidelines:

- 1. Available for seniors only**
2. The student must be on track for graduation
3. Must be able to pay for course (parent and student responsibility for cost of course)
4. Must have administration approval
5. Must have a teacher's approval to be the supervisor/proctor for the course
6. Must follow all guidelines established in the student handbook

Additional rules:

1. Course cannot replace a class offered in school district.
2. Course must be completed in a semester.
3. Student must develop a schedule to complete lessons/test, and the teacher must approve it.

Participation in the program is a privilege and may be revoked at the discretion of the teacher or administration. Grades are given by the credit recovery course supplier (Ex: K-12).

Guidelines for Credit Recovery

Students must meet the following guidelines:

1. Course needs are established by administration for credit recovery.
2. Student must schedule a class period/summer session to make up the credit.
3. Students must follow all guidelines established in the student handbook and by administration.
4. Student/parents/guardians will sign a contract stating course expectations and costs before starting course. (If the student fails to complete the course or receives an "F" for the course, the parents are responsible for paying the cost of the course.)
5. Students must complete the course in a time determined by administration.

Grades are given by the credit recovery course supplier (Ex: K-12).

ACADEMIC INFORMATION

CLASS STANDING

A student's class standing (grade level) in high school is determined by the number of credits earned, not by the number of years he/she has been enrolled. Class standings are based on the following minimum number of credits completed:

- 6 credits to be a sophomore
- 14 credits to be a junior
- 21 credits to be a senior

CRITERIA FOR SUCCESSFUL CLASS COMPLETION

1. Earn a passing grade
2. Have satisfactory attendance as defined by policy

GRADING

Students receive a minimum of two grades per week in each class. Each course is graded every nine weeks with notices sent to parents at regular times during the school year.

GRADING SCALE

| | | | | | | | | |
|---------------|----|---------------|---------------|----|---------------|---------------|----|---------------|
| 96.45 – 100 | A+ | Excellent | 79.45 – 82.44 | B- | Above Average | 62.45 – 66.44 | D | Below Average |
| 94.45 – 96.44 | A | Excellent | 76.45 – 79.44 | C+ | Average | 59.45 – 62.44 | D- | Below Average |
| 89.45 – 94.44 | A- | Excellent | 72.45 – 76.44 | C | Average | 0 – 59.44 | F | Failure |
| 86.45 – 89.44 | B+ | Above Average | 69.45 – 72.44 | C- | Average | | | |
| 82.45 – 86.44 | B | Above Average | 66.45 – 69.44 | D+ | Below Average | | | |

INCOMPLETES

Incompletes must be removed before the end of the first three weeks of the following term.

Incompletes at the end of the second semester must be removed within two weeks following the close of school.

All incompletes not removed by the allowed time automatically become failures and receive a grade of zero (0).

SEMESTER GRADING

Semester grade is the average of the two quarters for the semester.

HONOR ROLL

SCSD #3 has two honor rolls for grades 7 through 12.

1. Board of Trustees Honor Roll requires a student have a 3.5 GPA or above
2. Honor Roll requires a 3.0 to 3.49 GPA.

STUDY HALL

Students are assigned to a Study Hall Teacher according to their educational needs. Study Hall is a class so ALL school expectations would apply. Students receive an S or U grade for the daily class participation according to the rubric below. A “U” will make students ineligible for activities.

Study Hall Expectations

- Report to the assigned study hall on time
- Bring all schoolwork needed. Students are responsible for knowing what they will need to enable them to utilize their study hall time.
- Remain in that room unless the student has permission from his/her study hall teacher and permission from the teacher to which he/she would like to go. This would only be done in cases where students are working on group projects or the student needs help from the other teacher.
- Bring a reading book. Students are not allowed to visit or play computer games.

- Computer work will be supervised. Abusing the use of the computer will result in loss of computer privileges.

Study Hall Daily Rubric (12 possible points daily)

| Criteria | 0*(U) | 1(U) | 2 (U) | 3(S) | 4(S) |
|-------------|--|---|--|--|---|
| Prepared | Is not prepared for class or willing to get what is needed for class | Is not prepared for class | Comes to class with some of the needed materials | Comes to class with a majority of materials needed for class | Comes with all required materials for the class |
| On Task | Continually off task and disruptive | Off task the majority of the class | On task only with teacher direction | On task without guidance | On task and very productive the whole hour |
| Cooperative | Uncooperative with staff and students | Uncooperative for the majority of class | Uncooperative at any time during the class | Cooperative with teacher guidance | Cooperative and productive during class |

*= Could result in a discipline referral

SCHOLARSHIP/COLLEGE/CAREER INFORMATION

HATHAWAY SCHOLARSHIP

Hathaway Scholarships are designed to provide an incentive for Wyoming students to prepare for and pursue post secondary education within the state of Wyoming. The program consists of four separate merit scholarships, each with a specific eligibility requirement, and a need based scholarship for eligible students, which supplements the merit awards. These scholarships are available at all Wyoming Junior Colleges and the University of Wyoming. There are four levels of scholarships depending on a grade point average and ACT scores. The better a student performs, the more he/she receives. Grade point averages below a 2.5 do not qualify for benefits from the program.

COLLEGE/CAREER INTERVIEWS

Persons representing colleges, trade or technical schools, armed services, employers, or other agencies will be allowed to interview students if they receive permission from the student and have **permission from the counselor prior to the interview.**

COMPLIANCE INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents or legal guardians of students or an eligible student (18 years or older) has the right to inspect and review all materials incorporated into the student's educational records as specified in the Family Educational Rights and Privacy Act (FERPA) of 1974 as codified in the General Education Provisions Act (20 U.S.C., subsection 1232g), Section 438, and Board of Trustee's policy.

To obtain a student's records, the student, parent or guardian must follow these guidelines:

1. Submit a written request to the superintendent or principal.
2. Review the record in the presence of the superintendent, principal or designee.
3. No materials may be permanently removed from the file.
4. All persons 18 years of age have the same right of access as their parents.

TITLE IX

SCSD #3 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its educational programs or activities.

CR/VOC ED GUIDELINES

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulations Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, laws, regulations, and policies, SCSD #3 shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap (disability) in the educational programs or activities which it operates.

It is the intent of SCSD #3 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, parents, and employees who feel discrimination has been shown by the School District.

Specific complaints of alleged discrimination under Title IX (sex), Section 504 (disability), and other related civil rights laws should be referred to the superintendent:

Charles Auzqui, Superintendent, SCSD #3
PO Box 125, Clearmont, WY 82835
(307) 758-4412

Complaints may also be filed with the Office for Civil Rights:

Office for Civil Rights, Region VIII
U.S. Department of Education, Federal Building, Suite 310
1244 Speer Boulevard, Denver, CO 80204-3582
(303) 844-5695, TDD (303) 844-3417

All students attending SCSD #3 may participate in education programs and activities, including but not limited to health, physical education, music, vocational/technical education, and business education regardless of race, color, national origin, religion, age, disability or sex.

LUNCH PROGRAM

These are the Income Eligibility Guidelines for free and reduced meals from July 1, 2015 to June 30, 2016. Please contact SCSD #3 Business Manager for updated Income Eligibility Guidelines, as updated Federal Guidelines are not available until July 1, 2016 after planners have gone to print.

SCSD #3 provides free and reduced price meals for children unable to pay the full price of meals served under the National School Lunch Program. The administration office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria are used for determining eligibility. Children from households whose income is at or below the levels shown are eligible for free or reduced price meals.

| FEDERAL ELIGIBILITY INCOME CHART For School Year 2015-2016 | | | |
|--|----------|---------|---------|
| Household size | Yearly | Monthly | Weekly |
| 1 | \$21,775 | \$1,815 | \$419 |
| 2 | \$29,471 | \$2,456 | \$567 |
| 3 | \$37,167 | \$3,098 | \$715 |
| 4 | \$44,863 | \$3,739 | \$863 |
| 5 | \$52,559 | \$4,380 | \$1,011 |
| 6 | \$60,255 | \$5,022 | \$1,159 |
| 7 | \$67,951 | \$5,663 | \$1,307 |
| 8 | \$75,647 | \$6,304 | \$1,455 |
| Each additional family member ADD: | \$7,696 | \$642 | \$148 |

School officials cannot approve an application for free or reduced price benefits unless it contains complete documentation. Households receiving food stamps, POWER (formerly AFDC) or Food Distribution Program on Indian Reservations (FDPIR) benefits must provide the child's name; his/her food stamp, POWER or FDPIR case number; the signature and name of an adult household member.

Households not receiving food stamp, POWER or FDPIR benefits must provide names of all household members, social security number of the adult who signs the form and the income each person receives. An adult household member must sign the application certifying that the information provided is correct.

Under the provisions of the free and reduced price policy, the Business Manager will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the official may wish to discuss the decision with the determining official on an informal basis. Parents wishing to make a formal appeal may make a request either orally or in writing to Charles Auzqui, PO Box 125, Clearmont, WY 82835 for a hearing regarding the decision.

If a household has been denied eligibility and a household member becomes unemployed, or if the household size increases, the household should reapply. The household may now be eligible for benefits if the household's income is at or below the levels shown above.

In certain cases foster children are also eligible for school meal benefits. If a household wishes to apply for benefits for foster children living with them, the household should contact the school for more information.

The information provided by the household is confidential and used only for purposes of determining eligibility and verifying data, unless specific written consent is given.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. Any other questions, please contact John Camino, Business Manager at SCSD #3.

4-DAY PLAN

The four-day plan provides a vehicle for our district to increase the quality of education for students by intensifying efforts district wide on a regular basis in the areas of student achievement, attendance, curriculum development and staff development. This plan also develops a more effective learning schedule designed to help alleviate disruptions in the instructional day.

Though the typical school week is Monday through Thursday, there are certain instances in which students are required to attend on Fridays. In addition, other programs are presented to add special assistance to students who have needs or interests beyond the regular classroom programs.

During the school term, there are 16 days, mostly Fridays, dedicated to the professional development of faculty and staff.

REMEDIAL EDUCATION OPPORTUNITIES

Students and parent/guardians must expect that additional study and practice is needed if students are to meet local and state standards for the successful completion of each course or grade. These may come in the form of study hall, after school study programs or Friday school. Students who refuse to take part in these assistance programs when suggested may find they are in danger of not progressing with their classmates to the next grade level and not receiving course credit.

ENRICHMENT PROGRAMS

Friday programs may also include activities, classes, or programs that provide interesting challenges to students with special interests. The Clear Creek Recreation District, school district staff, community volunteers, or other available resources may sponsor activities for enrichment.

DISCIPLINE/REQUIRED ATTENDANCE

Students who have disciplinary referrals, requirements for make-up time, or similar write-ups may be scheduled for specific Fridays. These students may not be eligible for other programs being conducted on the days involved. Students attending a Friday enrichment or remedial opportunity are responsible for bringing their own lunch.

NOTIFICATION OF PARENTS AND STUDENTS

Teachers in each school coordinate information about Friday School schedules including enrichment programs. These opportunities are announced in the SCSD #3 monthly bulletin. Remedial programs are announced at the earliest possible time. The student's teacher ensures that each parent involved has proper notification of the involvement of their children in these programs. A monthly calendar is sent outlining scheduled activities and enrichments.

SCHOOL LUNCH PROGRAM

The school lunch program operates each day school is in session. Parents and students are responsible for lunches during Friday School activities.

EVALUATION OF THE 4-DAY SCHOOL PLAN

An evaluation of the 4-Day School Plan will be completed every two years.

ATTENDANCE - SCHOOL DAY

Morning classes start at 8:00 a.m. (K-12) and afternoon classes start at 11:58 a.m. (7-12). All students are to be seated at their desks by that time. Attendance will be taken at these times, and students who are absent the previous day must provide an admit slip from the office.

EMERGENCY PROCEDURES

Emergency Drills (FIRE/TORNADO/LOCKDOWN/EVACUATION)

An emergency drill is a "no nonsense" situation. Wyoming State Law requires emergency drills during the school year to provide practice in evacuating the building or moving to the designated area with the greatest possible speed, consistent with safety. When the alarm sounds, students must quickly and quietly move to the designated area in an orderly manner, following the instructions for each classroom.

Emergency School Closure

1. The Superintendent or a delegated representative will make the decision not to hold school or to dismiss school early due to any emergency causes.
2. The parents or guardians of SCSD #3 school children will be notified of actions being taken during any emergency through broadcasts from the following TV and radio stations: KOTA–Rapid City, KTWO–Casper, KIML AM 1270 Gillette, KAML FM 96.9 Gillette, KGWY FM 100.7 Gillette, Big Horn Mountain Radio Network and Sheridan Media. All actions will also be posted on the school's website www.sheridan3.com. Please do not call these stations during an emergency; it prohibits the flow of needed information.
3. In the event of early dismissal, school buses will be dispatched as soon as radio messages are broadcast. Parents should instruct children as to procedures to be followed when they arrive at a time not regularly scheduled, especially if there is no one at home. An emergency contact needs to be listed with the school on the Student Emergency Contact/Medical Form.

LIBRARY/MEDIA CENTER

The A/C Library Media Center welcomes all students to use the center and its resources for assigned academic work and educational research. Students are invited to use all the library/media resources to complement and enhance their education. In order that students and staff benefit from the available resources, all are asked to practice the following behavior in the library:

1. Check out all media material being removed from the library.
2. Return media material to the appropriate place.
3. Be respectful of other users, staff, and library media materials.
4. Be prompt in returning materials so that others may use them.

FIELD TRIPS

The teacher, for specific educational goals, often plans field trips. The school requires written consent of parents before a child is permitted to go with the group on a field trip. A form requesting this permission will be sent home in advance of a trip, and it should be returned promptly. Students (7-12) are required to complete a missing assignment sheet prior to leaving for a field trip. If you commit to a field trip/activity that requires a payment and do not attend you will be responsible for reimbursing the school for the fees. *Students are responsible for the assignments missed while on the field trip which are due upon returning to class.*

All rules/expectations of the district and transportation will be enforced. Students who do not follow directions and procedures as directed by the sponsor will be subject to disciplinary action. Students going on a field trip will be expected to follow and observe the dress code of the school.

SPECIAL SERVICES

Special Education Services

Special education services in SCSD #3 include complete and comprehensive programs and service options. The district takes great pride in the professional commitment of staff, variety of services, and quality of programs available to all students with disabilities in our district. Services are provided to children with disabilities in full compliance with regulations and requirements of the Wyoming Department of Education (WDE) and the federal mandates as outlined in the Individuals with Disabilities Education Act (IDEA).

The Building Intervention Team (BIT) must make the determination for Special Education Services.

Americans with Disabilities Act, Section 504

Section 504 of the ADA provides a means for school districts to address the needs of students who have a short-term or long-term physical disability or an emotional disability.

A team consisting of administration, faculty members, parent(s), and other people as necessary develop a 504 ADA plan. The plan determines what accommodations are necessary in order for the student to successfully continue with his or her education. A 504 ADA plan is not the same as a special education IEP.

HEALTH AND MEDICAL INFORMATION

SCSD #3 has First Aid services available. Check with the school office for the First Aid Office schedule.

All health information and forms are updated each school year. It is the parent or legal guardian's responsibility to complete and return these forms to the school office. Having accurate information is for the safety and welfare of each student.

Confidential health records maintained on each student include information regarding vision, hearing, allergies, height and weight, and immunization. ***If your child has a chronic health problem or allergies that could affect school performance or cause participation restrictions, be certain that this information is on file with the school First Aid Office.*** Parents must sign a release form that allows information to be provided to staff members as deemed appropriate and/or necessary by the First Aid Office in order to provide for the student's health needs.

Regular school attendance is essential and necessary if your child is to gain maximum educational benefits; however, no child should attend school during an illness. You may wish to call your physician if your child shows any of the following symptoms: sore throat, diarrhea, chills, inflamed eye, earache, nausea, head/body lice, skin rash or sores, red or swollen joints, enlarged glands, flushed face, unusual paleness, severe coughing, temperature above 100 degrees or vomiting. For your child's own protection and for the protection of others, please keep your child at home when he/she is sick. Students should be free of fever for a 24-hour period before returning to school.

Illness and Accidents at School

If your child becomes ill or is seriously injured while at school, you will be notified immediately. If you are unable to be reached, the emergency numbers listed on your child's enrollment card will be called. Please keep this information current, including work phone number(s), cell phone number(s), pager number(s), etc.

If your child is involved in an accident at school, encourage him/her to immediately let an adult know of the situation and nature of the injury so appropriate attention can be administered.

Medications at School

Parents must fill out a medication release form before any type of medication, prescription or over the counter, can be given at school. It is helpful if parents explain the medical conditions for which the medicine is being administered. Medicine must be provided by parents and in the original container marked with the prescribing physician's name (if applicable), the student's name, name of the medication, the times to be given and the dosage. Send only the amount to be given at school and leave the remainder at home. All medications must be kept in the First Aid Office for the safety of all students.

If a student must take medication at school, he/she is responsible for coming to the First Aid Office at the designated medication time.

Communicable Diseases

In cases of certain communicable diseases, the child cannot be readmitted to school until school administration has a written statement from the child's doctor providing permission for the child to return to school.

Immunizations

State law requires immunizations for all children in grades K-12. This information must be recorded on Wyoming State Health Department forms, which are a part of the enrollment packet and are also available in the school office. When proof of immunization is provided, the forms are completed and signed by the First Aid Employee. Religious and medical exemptions that have been approved by the state should be turned into the K-12 Principal.

COUNSELING

The SCSD #3 is committed to providing a guidance and counseling program that is high quality, challenging, and culturally appropriate for all students in providing a safe and respectful school environment. The district provides all students with the educational/academic, career, and personal/social development needed to acquire attitudes, knowledge, and skills for success in school and after they graduate. Additionally, we fully expect our graduates to demonstrate the skills necessary for successful relationships with peers, family, and a culturally diverse community.

All students in grades K-12 participate in a planned, developmentally age-appropriate, sequential school guidance and counseling program that is accountable and based on the American School Counseling Association National Standards for School Guidance and Counseling Programs.

Information shared between a student and a counselor is confidential. Confidential means that, except under specified circumstances, what students tell the counselor is not shared with others. The exceptions or conditions under which the counselor may share information are listed below:

1. If a student asks the counselor to tell someone else
2. If the counselor believes that the student is in danger from or to others
3. If a student presents a danger to him or herself
4. If a judge orders the counselor to tell others
5. If a student reports a behavior in violation of school policy and the counselor is required to tell the school administration
6. If the counselor needs to consult with someone else to provide better service (with the student's permission)

Reporting Child Abuse or Neglect

Any school employee who has reasonable knowledge or suspicion that a child has been subject to abuse or neglect is required to immediately inform the building administrator. The administrator or a designee is ***required by law*** to file a report with the Sheridan County Department of Family Services (DFS). Once the report has been made to DFS, the responsibility of the investigation lies within that agency.

School officials are not allowed or required to contact the child's family or other persons to determine the cause of the suspected abuse or neglect.

STUDENT INTERNET USAGE RULES/EXPECTATIONS

Internet access is available to students and teachers in SCSD #3. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in SCSD #3 by facilitating resource sharing, innovation and communication.

With Internet providing access to computers and people all over the world, students could gain access to material not considered to be of educational value or appropriate in the context of a school setting. SCSD #3 is committed to instructing students on the proper usage of the Internet; however, on a global network, it is impossible to control access to all materials. An industrious user can access controversial information if he/she is determined to do so. SCSD #3 firmly believes that the valuable information and interaction available on the World Wide Web far outweighs the possibility that a user may procure material not consistent with the educational goals of the District.

End users must adhere to certain District defined Internet protocols and guidelines relating to the rights and responsibilities of all who access the Internet through District accounts and resources. Users must sign an

Internet Usage Agreement form. In doing so, students, employees, parents and board members are acknowledging that they are aware of their rights and responsibilities as District users of the Internet.

In general, this agreement requires efficient, ethical and legal utilization of the network's resources. If a SCSD #3 student, employee, parent or board member violates any of these provisions, his or her account will be terminated, and future access may be denied. A violation of the Internet Usage Agreement by a student may be considered willful disobedience and defiance of the authority of school personnel. The student shall be subject to disciplinary action as determined by District administration. Any school employee who violates the Internet Usage Agreement is subject to such disciplinary action as deemed appropriate by District administration.

Internet Usage Agreement

Students and teachers have access to the following:

1. Electronic mail
2. Information and news
3. Public domain and shareware
4. Discussion groups on a plethora of topics
5. Access to many university catalogs

Terms and Conditions

1. Acceptable Use - The purpose of a web browser is to access the Internet to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying is also prohibited.

2. Privileges - The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will participate in a discussion with a District faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use, and their decisions will be final. The district may, at any time, deny, revoke, or suspend specific user access.

3. Etiquette - Users will abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. Messages should not be abusive to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. The user should not reveal his/her personal address or phone number or those of students or colleagues.
- d. Illegal activities are strictly forbidden.
- e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- f. Do not use the network in such a way that would disrupt use of the network by other users.

4. Waiver - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, error or omissions.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. IF you feel you can identify a security problem on the Internet, you must notify a teacher who will in

turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet, as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6. Vandalism - Vandalism results in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

7. Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to the District and to Netscape. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions will be governed and interpreted in accordance with the laws of the state of Wyoming and the United States of America.

Student Internet Usage Rules

General violations include the following:

- Intentional visitation of sites, which are not curriculum related.
- Attempts to break into anyone's computer.
- Accessing a site with intent to steal or commit fraud.
- Accessing any server with intent to damage, change or destroy.
- Accessing a computer to retrieve other students' work.
- Downloading any computer program.
- Live chats on any chat line.

E-mail violations include the following:

- Mailing from any web site without a teacher's consent.
- Mailing from any teacher's e-mail account without consent.

If teacher's consent is given, e-mail may be used appropriately. Inappropriate use of mail includes activities such as:

- Threatening harm to a person or to property.
- Messages that are obscene, offensive, crude or indecent.
- Messages that do not identify the sender.
- Messages which insult or slander.
- Messages which blackmail or place demands on someone.
- Messages that promote any illegal activity.
- Messages that annoy, abuse or harass another person.

Staff may only subscribe to list servers.

Server Rules and Regulations

Students in S.C.S.D. #3 must work under direct teacher supervision in creating Internet servers. Internet servers include FTP servers, Gopher servers, Web servers, List servers, Mail servers or servers which allow for Telnet sessions.

Adult Internet Usage Rules

General violations include the following:

- Intentional visitation of sites that are inappropriate.
- Attempts to break into anyone's computer.
- Accessing a site with intent to steal or commit fraud.

- Accessing any server with intent to damage, change or destroy.
- Downloading any non-curricular computer program.

A virus protection program must scan Shareware or Freeware downloaded from the net. Any program that violates the integrity of the computer such as free screen savers, timers and other units or control panel devices are prohibited.

E-Mail violations include the following:

- Threatening harm to a person or to property.
- Messages that are obscene, offensive, crude or indecent.
- Messages that do not identify the sender.
- Messages which insult or slander.
- Messages which blackmail or place demands on someone.
- Messages that promote any illegal activity.
- Messages that annoy, abuse or harass another person.
- Messages that promote any activity that is against SCSD #3 policies.

Server Rules and Regulations:

Building principals or supervisors must approve servers that provide Internet connectivity. Appropriate forms must be filled out and submitted. Internet servers include FTP servers, WEB servers, Gopher servers, List servers, Mail servers and servers which allow Telnet sessions.

Acceptable Use

The Internet may be used for research and educational activities. The network and the District's Internet connection may not be used to access, download, store, and/or distribute any material (text, graphic, photo, or audio) that is defamatory, abusive, obscene, profane, threatening, sexually explicit to the average person, or are otherwise deemed inappropriate by the administration. Inappropriate use will result in disciplinary action by the principal that may result in suspended, revoked or canceled Internet access by that user.

The classroom teacher and principal closely monitor the appropriate use of computers. If a student uses a computer inappropriately, as deemed by the classroom teacher or administration, he/she will lose computer privileges for a period of time. Examples are as follows, but are not limited to: profanity, inappropriate messages, chat rooms, suggestive messages/sites, sharing passwords, chain e-mail, threatening messages, pornographic sites, illegal activities, hacking activities, violence and hate, trespassing, plagiarism, spamming, personal financial gain, vandalism, using illegal copies of copyrighted software.

Liability

The district makes no warranties of any kind, expressed or implied, for Internet service. Use of any information obtained via the Internet is at each user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

STUDENT DIRECTORY INFORMATION USE

Parent Implied Consent Notice

SCSD #3 operates under an "opt out" policy for students regarding the student directory information. This means that SCSD #3 assumes to have parent/guardian permission to use their child's directory information, as listed below, for publications, including web sites, unless the school receives a written statement from the student's parent(s)/guardian(s) stating that SCSD #3 does not have permission to use such directory information. Information SCSD #3 releases for publication includes the following:

- Name
- Photo
- Participation in recognized activities and sports
- Height and weight of members of athletic teams
- Dates of attendance
- Degrees and awards received

Parent(s)/guardians(s) who wish to deny SCSD #3 the ability to use directory information regarding their children must return a "Denial of Permission to Use Child's Directory Information for Publication" form to the office of their child's school within two (2) weeks of registering their child at that school. Forms are available in the main office at the school.

NATIONAL HONOR SOCIETY

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Arvada/Clearmont High School.

Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, and character. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Student Activity Information Form for further consideration for selection.

The selection of new active members shall be held once a year during the second semester of the school year (At the end of the 3rd Quarter). Criteria other than academic on which the selection is based includes the following:

Scholarship: Students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character (and citizenship for NJHS).

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Citizenship: The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.

Any member who falls below the standards of scholarship, leadership, character, or service may be considered for dismissal from the Arvada/Clearmont chapter of the National Honor Society.

If more information on National Honor Society is needed you are welcome to review the NHA Handbook located in the school library.

ACADEMIC EXPECTATIONS

Grade and Progress Reports

The school year is divided into four, nine-week (quarterly) grading periods. In addition, parents of students may receive midterm informal progress reports during the fifth week in each of the four quarters. Semester grades are used for graduation requirements and Carnegie units. Teachers are expected to contact parents when students are at academic risk.

Parent Conferences

During the first and third quarters, each student's parent or guardian is ***expected*** to attend a conference with the student's teachers. Conferences may be scheduled throughout the year at the request of the teacher or parents. In addition, parents will receive a call or be requested to attend a conference when a student's performance drops.

We encourage parents to contact the school at any time. Good communication is essential. Often what may appear to be a problem can be cleared up by clarification of facts or misunderstandings.

Homework

Homework is an extension of the learning that takes place in school. A student can reasonably expect homework assignments most evenings. *Homework is to be turned in on the assigned date. Unless special arrangements have been made, late assignments grades will be reduced one letter grade per day following the due date.*

If a child consistently says he/she has no homework, visit or call the teacher. Normally homework is assigned daily.

Make-up Work

Parents and students must arrange with the teacher for make-up time and/or work missed following an absence. ***Students have one attendance day for each day absent to make up missed work for the days absent.*** The make-up time period begins when the student returns to class. All missing assignments will be recorded as ABS (absent), which will show as a zero in the student's average on PowerSchool. Once the student has completed and turned in the assignments missed (within the allowable one attendance day for each day absent), the student will receive full credit. Students who are absent on due dates for major projects are expected to turn in work when they return. Students absent on test days are expected to take the test the day they return to school. A grade of "0" is to be recorded for all work not handed in within the allowable time.

Incompletes

The grade of “Incomplete” is given only when unforeseen and uncontrollable circumstances (excused absences) prevent the student from completing work on time. Major projects, term papers, and reports are typically assigned early enough to allow for additional time prior to the actual grading time. The length of the incomplete is the teacher’s decision with the maximum number of days being 10 school days.

WITHDRAWING FROM SCSD #3

A student must do the following to withdraw or checkout of school:

1. Provide written permission from a parent or guardian, or have obtained legal age.
2. Pick up a checkout form from the principal.
3. Complete all areas of the form and have it signed by teachers and the office.
4. Return the form to the principal for locker check and signature.
5. Grades are not released until checkout forms are completed and all school related bills are paid.

LUNCH ROOM RULES AND GUIDELINES

Meals are served each day school is in session at Arvada and Clearmont Schools. The cost for each lunch is \$2.50 for K-6 students, \$2.85 for 7-12 students and \$3.90 for adults. Free and reduced lunches are available to qualifying students. Lunch tickets are sold before school and during actual lunch times. Please make checks payable to Arvada/Clearmont School Lunch Program. These tickets can only be used to buy lunches.

Meals are to be eaten in the lunchroom unless special arrangements are made with staff. Due to audit procedures, the school must keep all lunch accounts current. Notices will be sent home when lunch money is due, and students will not be allowed more than five days charges.

Responsible Cafeteria BehaviorTo Be Safe:

- ✓ Walk at all times
- ✓ Remain seated while eating
- ✓ Keep hands to ones self
- ✓ Face forward at the table

To Be Respectful:

- ✓ Wait in line patiently
- ✓ Stay seated until dismissed by an adult
- ✓ Use quiet voices
- ✓ Use “please” and “thank you”

To Be Responsible:

- ✓ Clean up any messes and spills
- ✓ Use good table manners

Dismissal

1. Students will clean up their own area, putting trash in proper cans that are provided.
2. Students will return to their seats and wait quietly to be dismissed (K-6).
3. When dismissed, elementary students will walk quietly to the door.
4. Junior/High School students may leave when finished.

Elementary Students: After dismissal from the cafeteria, the elementary students will go directly to the playground or other designated area.

Junior/High School Students: After eating lunch, the junior/high school students may go to the following designated areas:

1. Front lawn
 - a. If a student chooses an outdoor activity, they must use the front entrance into the building.
 - b. Equipment will be available.
2. Common area

Open Campus Privileges (9-12 Students)

Guidelines:

1. Only students 9-12 have open campus privileges.
2. All vehicles are off limits and should be locked with keys in the student's pockets.
3. Students must arrive back on campus on time for classes.
4. All school rules for on campus pertain to off campus during school day.
5. Open campus pertains to lunch period only.
6. Students may go off campus immediately after the noon bell.

RECESS AND PLAYGROUND RULES (K-6 STUDENTS)

All children are expected to go outside for recess. The fresh air and a chance to unwind make youngsters more productive in the classroom. ***Children are expected to be prepared each day for the weather. On winter days, boots, hats and mittens are a must.*** The only time children are kept in at recess is when it is raining or during extreme winter conditions. Temperature wind chill is monitored throughout the day so that the safety of our students is always protected.

If there is an unusual circumstance and a child needs to stay in for a day, a note needs to be brought from home. (A note is good for only one day.) If an extended time is required for the student to stay indoors, a written statement from a doctor stating the amount of time required must be provided. We will be happy to honor your request.

During recess the classrooms are empty. Students are not allowed in empty, unsupervised classrooms. When dismissed for recess, all students are to proceed directly to the playground. When using the bathroom facilities, they are to return promptly to the playground.

General Playground Rules

1. Respectfully follow directions the first time they are given.
2. Use equipment properly (no jumping from swings or tower)
3. No physical contact (i.e. fighting, play fighting, contact football)
4. Stay within playground boundaries
5. Stop playing at the end of recess
6. Put all equipment away in the equipment shed
7. Tag: touch and let go
8. Check with duty teacher before leaving the playground for the restroom, drinks, or to retrieve a ball
9. Rubber balls are for bouncing only, no kicking (except designated Kick Ball)
10. No throwing wood chips, snowballs, etc.
11. Toys from home will not be allowed on the playground during recess. Basketballs, footballs, soccer balls etc. will be allowed on the playground with teacher approval.

(Students must follow all rules established by K-6 Staff and Administration)

BUILDING RULES

1. Walk in the hallways.
2. **Hats off in the building.**
3. No bouncing balls in the hallway.
4. Use appropriate language and voice level.
5. Keep all areas clean including desks and lockers.
6. All cell phones must be turned off and put away during school hours.

MISSING PROPERTY

Lost or missing property needs to be reported to the main office. Students are advised not to bring large amounts of money or valuables to school. The school does not assume responsibility for money or valuables that are missing. If you find something that does not belong to you, bring it to the main office.

OUT-OF-TOWN EVENTS

Students riding to an event on District vehicles should return in those vehicles unless written parental permission to do otherwise is approved by the administration or activity supervisor prior to the activity. **As a general rule, students are only released to their parents for a return trip.** Student's personal appearance must be neat and clean. School rules apply in or out of town on school-sponsored activities.

SCHOOL DANCES

All school dances must be chaperoned by at least one parent, one teacher, and the class or activity sponsor. ***Attendance at a school dance is considered a privilege, not a right.*** School rules and the following Student Council dance rules are to be followed at all school dances:

1. All student organizations wishing to sponsor dances must complete "Request for Approval of Student Activity Form," which requires the signatures of sponsors and chaperones, and submit it to the student council for their approval at least one week prior to the date of the dance. A building request form must be completed and turned into the office at this time.
2. Dances are for registered students of SCSD #3. Students are allowed to bring one guest approved by the administration. Guests must be registered with the office three (3) days prior to the dance and must be under the age of 21. Former students of the previous year's graduating class may attend dances.
3. All dances may be scheduled between 6:00 p.m. and 12:00 a.m. Admittance closes one half hour after the dance starts. Students arriving late will not be admitted without making prior arrangements.
4. Prom is for students in grades 9-12 at SCSD #3. Junior high students may not attend Prom.
5. Appropriate social behavior is expected of all attendees. All school rules and expectations for appropriate behavior and dress apply. Provocative/lewd dancing is not allowed. Parents will be called to pick up any student that refuses to follow school rules. ***If a student is asked to leave, he/she will not be allowed to attend future school dances for the remainder of the school year.***
 - I. Students are allowed to dance in a modern fashion; however, any inappropriate public display of affection (kissing or inappropriate touching) is not tolerated. Keep all dance moves appropriate. (Dance as though your parents or grandparents are watching.) Modern culture is important and valued, but keep in mind that this is a school-sponsored event, and the school policies and rules need to be respected.
 - II. Students will be warned if their dancing or behavior is inappropriate and given a second chance, but if the behavior continues, they will begin to lose their privileges. Either certain students will not be allowed to attend future dances, or the student body will not be allowed to hold future dances.

III. SCSD #3 dress code applies to all dances. Dress code violations will be addressed by administration.

6. Students must be in attendance at school on the day of, or the day prior to, the dance for a minimum of four (4) classes, in order to attend the dance. Students absent due to illness will not be admitted.
7. Once students enter the dance, they must remain in the designated areas. Once a student exits, he/she may not return. Parents must pick up students within fifteen minutes after the dance ends.
8. Students who are assigned out-of-school suspension on the date of the dance will not be allowed to attend.
9. ***Absolutely no food or beverages may be brought into the dance. Refreshments will be provided throughout the evening and must be consumed in designated areas.***
10. ***Violations of Wyoming state laws, such as drinking, disorderly conduct, etc., will be referred to the Sheridan County Sheriff's office.***
11. Hosting activity students and chaperones are responsible for decorations, cleanup and supervision.

USE OF AUTOMOBILES

Driving is not permitted any time during school hours including class breaks and lunch periods. Students may not sit in their vehicles during the lunch period.

LEAVING SCHOOL EARLY

A student wishing to be excused from school before the end of the day or who is going to be absent for a portion of the day must provide a written note signed by the parent or guardian, or parental contact must be presented to the office before permission to leave is granted. Parents should state the date and time the student should be released and the specific purpose for the release. Parents may sign students out in the office when picking them up. ***Students may not sign out of school without parent's permission.***

SCHOOL PROPERTY AND DAMAGE

Students who willfully damage school property will be responsible for the cost of replacement and/or repair. In addition, students will be reported to law enforcement.

Students are responsible for materials damaged or lost. Fines may be assessed. Failure to pay fines may result in report cards and/or diplomas being withheld.

Textbooks, Workbooks, Library Books

Books that are checked out to students become the student's responsibility. Lost or damaged books must be paid for, and students will be assessed the cost for replacement. Students will not be allowed to checkout for the end of the year until the cost of the book is paid to the main office.

Lockers

Lockers are assigned to students according to grade level. All lockers in SCSD #3 schools are property of the district and are provided for students at no charge. However, costs may be assessed at the end of the school term for damage considered over and above normal use to the lockers. This cost will be assessed to the student.

Lockers may be inspected from time to time by the principal or any designated representative for the purpose of school safety, cleanliness, or suspected violation of district policies. Students must keep the locker assigned to them. ***Students may "not" draw on or in their lockers. Students may hang pictures, but it is highly suggested to use magnets and not tape or other sticky substances. Students are responsible for keeping their lockers clean and organized. Administration may require regular cleaning of lockers. Locker doors are to remain closed when not in use.***

Students who have damage to their lockers or need repairs need to contact the administration.

DRESS CODE

Apparel that interferes with the educational process is not permitted. Students who violate dress code will be asked to change apparel or be sent home to change.

Student Appearance

All school-sponsored activities will be required to abide by district student appearance expectations. This includes physical education and all athletic team practices.

Clothing that is revealing or distracting is not permitted at school or school activities. Students are to conform to the following guidelines concerning appropriate dress and grooming:

1. All clothing is to be worn according to the way it is designed.
2. **Students may not wear, as outer dress, the following:**
 - Cut-offs** - shorts or shirts without hems.
 - Midriffs** - clothing that allows exposure of the mid-section
 - See-through clothing that shows undergarments.**
 - Shirts showing bare shoulders (strap must be 3 inches.** (Examples are, but not limited to tank tops, tube tops, halter tops, spaghetti straps)
 - Shirts with low cut fronts and/or backs**
 - Spandex clothing**
 - Pajamas and/or bedroom slippers**
3. Visible undergarments are not permitted.
4. Clothing with obscene or violent statements, designs, double messages, or advertisements for drugs/alcohol or tobacco are not permitted.
5. Short shorts and mini-skirts are not permitted. Dresses, skirts and shorts must extend past fingertips with hands extended, arms at the sides, and shoulders in a normal position.
6. Hats and caps are not to be worn in the building during normal school hours.
7. Hair and facial hair will be neat, clean, and well groomed.
8. Shoes, boots, and other appropriate footwear are to be worn at all times while on school grounds. No rubber beachwear or flip-flops are allowed. Dress sandals with a hard sole and/or a strap are acceptable.
9. Cleanliness of body and clothing is required.
10. Students are not to wear clothing or hair in such a style or manner that could be hazardous to them in their various school activities such as shop, laboratories, athletics, physical education, art, etc.
11. Clothing must be in good repair.

Students whose dress and grooming do not conform to the above standards will be referred to the administration. The student will be advised as to what adjustments must be made. If the problem remains uncorrected or is repeated, further disciplinary action will be taken. Lost class time must be made up.

All questionable dress will be reported to the principal who will have the final say on the questioned clothing and take appropriate actions.

SCHOOL DISCIPLINE

All school discipline applies to curricular, extra curricular activities and school sponsored events anywhere, as well as school-sponsored travel to and from such events.

In cases of misconduct, which affects the educational progress of the student or other students, the following actions may be taken:

1. In-School Suspension (ISS) - suspending students to school. The student spends the entire day away from other students and is expected to complete all required work
2. Out-School Suspension (OSS) - suspending students from school grounds. The student receives a "0" for any missed daily work and is responsible for turning in missing assignments and making up missed tests on the day they return to class.
3. Friday School (FS) - requiring students to be present at the school on a Friday designated by administration.
 - As a general rule, the student is in school from 8:00 a.m. to 4:00 p.m.
 - This time includes a minimum of three (3) hours of school service.
 - This time also includes completing a one (1) page typed report regarding their behavior.
 - The student is responsible for the completion of all required classroom work designated by the teachers by the end of the day.
 - Students need to make their own transportation arrangements to and from Friday School, as this is not the responsibility of SCSD #3.
 - Lunch is not provided so students need to **bring a lunch**.
4. School Service (FS) - an after school or Friday School program assigned by administration.
5. Academic Detention (AD) - requires a student to work on missing assignments with an assigned teacher after school. This may be assigned by administration or by teachers.

MINOR INFRACTIONS

Lunch or Academic Detention can be used to replace school service (SS).

| <u>INFRACTION/DEFINITION</u> | <u>EXPECTED BEHAVIOR</u> | <u>CONSEQUENCES</u> |
|---|---|---|
| <p>1. <u>Kissing (Public display of affection):</u> Any physical activity other than holding hands is inappropriate behavior.</p> | <p>Students shall not engage in kissing and/or public display of affection.</p> | <p>Office Referral: 1st offense - 1 hour SS 2nd offense - 2 hours SS 3rd offense – Friday School</p> |
| <p>2. <u>Littering:</u> Any leaving or scattering of trash around school property.</p> | <p>Students shall help to keep the building and grounds free of trash.</p> | <p>Warning given when student is orientated on the rules. Students will be referred to office: 1st offense - 1 hour SS 2nd offense - 2 hours SS 3rd offense - will be treated as lack of cooperation and/or insubordination</p> |
| <p>3. <u>Cell Phones, Walkmans, MP3, I-Pods, Head Phones, Radios, Video Games, and Xboxes:</u> Any device that emits any audio, visual, or combined signals for non-school activities.</p> | <p>Students shall not carry or use walkmans, radios, cassette players or recorders, compact disc players, video games, beepers, <u>cell phones</u>, etc. in the school.</p> | <p>The device will be kept in office until after school. 1st offense - warning 2nd offense - 1 hour SS 3rd offense – 2 hours SS</p> |
| <p>4. <u>Dress Code Violations</u> Clothing that is in violation of SCSD #3 expectations</p> | <p>Students shall dress and groom appropriately according to SCSD #3 expectations.</p> | <p>Office Referral: Students will be required to change inappropriate dress. The student will be required to make up any missed class. 1st offense - Warning 2nd offense - 1 hour SS 3rd offense - 2 hours SS 4th offense - Friday School</p> |
| <p>5. <u>Wearing Hats in Building:</u> Wearing hats in the building during the school day is prohibited. <i>Warning given when student is orientated on the rules.</i></p> | <p>Students will be required to take their hats off when they enter the building, and they will remain off until the last bell rings to end the school day.</p> | <p>1st offense - Warning (Student will be asked to take the hat off and the hat will be kept until after school) 2nd offense – 1 hour SS and the hat will be kept until after school 3rd offense – 2 hours SS and hat becomes school property until year end 4th offense - treated as lack of cooperation and/or insubordination, 1-2 days ISS.</p> |
| <p>6. <u>Class Cuts/Truancy.</u> An unexcused absence for one class period; reporting to a class late; being in an unauthorized location for all or any portion of class.</p> | <p>The student will participate in and contribute to their educational success by attending all classes every day.</p> | <p>1st offense - 2 hours SS 2nd offense – Friday School 3rd offense – Friday School and an Administrative Probation Contract will be issued.</p> |
| <p>7. <u>Tardy-</u> Reporting to the class during the first ten (10) minutes after the second bell rings.</p> | <p>The student will participate in and contribute to their educational success by reporting to all classes on time.</p> | <p>1st tardy – no action 2nd tardy – no action 3rd & 4th tardy - 1 hour SS 5th and 6th tardy - 2 hours SS Additional tardy will result in Friday School and an Administrative Probation Contract will be issued.</p> |

MODERATE INFRACTIONS

Lunch or Academic Detention can be used to replace school service (SS).

| <u>INFRACTION/DETENTION</u> | <u>EXPECTED BEHAVIOR</u> | <u>CONSEQUENCES</u> |
|---|---|---|
| 1. <u>Harassment/Disrespect:</u> Any disrespectful behavior toward other students or staff including name calling, teasing, provoking, and threatening. | Students are expected to treat other students and staff with respect during all school times. | 1 st offense - 2 days OSS Additional offenses – OSS or Friday School and placed on Administrative Probation Contract |
| 2. <u>Sexual harassment:</u> Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including, but not limited to, unwanted verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity and repeated propositions. | Students are expected to treat other students and staff with respect during all school times. | 1 st offense - 2 days OSS and referred to the sheriff Additional offenses – OSS or Friday School and placed on Administrative Probation Contract. The Sheriff will be contacted. |
| 3. <u>Use or Possession of Tobacco Products:</u> Any student having tobacco products or found using tobacco products. | Students shall not use or hold tobacco products. Underage students (17 and under) in possession of tobacco will be referred to the sheriff. | 1 st offense - 1 day OSS and referred to the sheriff Additional offenses - 2 days OSS and referred to the sheriff. Placed on Administrative Probation Contract |
| 4. <u>Disruptive/Uncooperative Behavior:</u> Any behavior, which substantially or repeatedly interferes with the school-learning climate. | Students shall not interfere with the learning process of others. | 1 st offense – 2 hours SS 2 nd offense - 1 day OSS Additional offenses – Friday School and placed on Administrative Probation Contract |
| 5. <u>Profane Language/Deliberate:</u> Use of language, verbal or non-verbal that shows irreverence or is vulgar. | Students shall use acceptable language during school time and at school events. | 1 st offense – 2 hours SS 2 nd offense – 1 day OSS Additional offenses – Friday School and placed on Administrative Probation Contract |
| 6. <u>Misleading Personnel:</u> To deceive, to lead or guide with dishonest intentions including but not limited to false notes, false signatures or phone calls, tampering with tests, scan sheets, admit slips, permits to leave, or attempting to receive credit for work that is not your own (i.e. copying from another student.) | Students are expected to be honest and truthful. Students and parents may be required to attend a conference with parties involved. | 1 st offense – Minimum 2 hour School Service, but could include OSS or Friday School Additional offenses – Friday School and placed on an Administrative Probation Contract |
| 7. <u>Missed School Service</u> To not go to scheduled admin detention without first making arrangements with attendance office or administrator. | Students are expected to complete all detentions when scheduled. If an emergency situation occurs students should make other arrangements with the office or principal. | 1 st offense - time doubled 2 nd offense - OSS 3 rd offense – Friday School Additional offenses – Friday School and Administrative Probation Contract |
| 8. <u>Parking Lot Violations:</u> Parking inappropriately, failure to obey signs/controls, unauthorized parking in a handicap space, parking in a fire lane or illegal parking of any kind (vehicle may be towed at the owners expense.) | Students are expected to follow all parking lot regulations. | 1 st offense - Warning 2 nd offense – 1 hour SS 3 rd offense – 2 hours SS 4 th offense – Administrative Probation Contract |

MAJOR INFRACTIONS

Lunch or Academic Detention can be used to replace school service (SS).

| INFRACTION/DEFINITION | EXPECTED BEHAVIOR | CONSEQUENCES |
|--|---|--|
| 1. Insubordination: Open and/or repeated defiance to authority. | Students shall follow directions given by school personnel. Students and parents may also be requested to attend a conference with parties involved. | 1 st offense – 1 day OSS 2 nd offense – Friday School Additional offenses – OSS or Friday School and placed on Administrative Probation Contract |
| 2. Fighting: Both parties. Participating in a physical exchange, with intent to harm. | Students shall settle differences by nonphysical means. Students and parents may be required to attend a conference with parties involved. Students may be charged with breach of peace and taken to court. | 1 st offense - 1 day OSS Additional offenses – OSS or Friday School and placed on Administrative Probation Contract Sheriff will be contacted. |
| 3. Vandalism: Deliberate, mischievous, malicious destruction or damage of property. | Students shall respect the property of other students, the staff, guests, the school district, etc. Students and parents may be required to attend a conference with parties involved. Restitution will be required. | 1 st offense – 2 days OSS and the Sheriff contacted Additional offenses – OSS or Friday School and placed on Administrative Probation Contract. Sheriff will be contacted. |
| 4. Theft: Any wrongful taking of property of another person or of the school district. | Students shall respect the property of other students, the staff, guests, the school district, etc. Students and parents may be required to attend a conference with parties involved. Restitution will be required. | 1 st offense - 2 days OSS and the Sheriff contacted Additional offenses - OSS or Friday School and placed on Administrative Probation Contract. Sheriff will be contacted. |
| 5. Sexual Assault: Sexual assault is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching and unwanted body contact. | Students are expected to treat others with respect on school premises or off school premises, at school-sponsored activities. Students and parents may be required to attend a conference with parties involved. Students may be charged with sexual assault and taken to court. | OSS until school board hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances. |
| 6. Sexual Misconduct: Any behavior connected with inappropriate sexual contact, lewd conduct or sexual intercourse. | Students will not engage in inappropriate sexual contact, lewd behavior or sexual intercourse while on school property or under the supervision of any school personnel. | OSS until school board hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances. |
| 7. Plagiarism: Plagiarism is the act of presenting someone else's ideas as your own. This may include: <u>Word-for-word plagiarism</u> - Repeating the exact words of a source without giving the necessary credit. <u>Paraphrase plagiarism</u> - Saying basically the same thing as an original source with just a few key words changed. <u>Spot plagiarism</u> - Using key words or phrases without giving credit. (<i>Writer's Inc.</i> , 1996) | Students are expected to be honest and truthful in their writing and their academic efforts, giving proper credit where credit is due. Copying from any source WILL NOT BE TOLERATED. | All offenses – parents will be contacted and a grade assigned according to classroom expectations. |

Any violation that may constitute a crime may be turned over to the sheriff.

BOARD ACTION

| INFRACTION/DEFINITION | EXPECTED BEHAVIOR | CONSEQUENCES |
|---|--|--|
| 1. <u>Continued and Willful Disobedience:</u> Deliberately failing to obey rules and/or instructions of staff. | Students shall follow the rules and instructions set upon them by staff and administration. | OSS until School Board hearing. |
| 2. <u>Threatening the Safety or Intending to Harm Others:</u> Any behavior, which is clearly detrimental to the education welfare, safety or morals of others. Students will give others freedom from danger, injury or damage security. | Students will respect each person right to a safe, secure learning environment free from danger, injury and damage. | OSS until School Board hearing. Sheriff will be contacted |
| 3. <u>Possession of Weapons:</u> Knowledge or possessing any weapon, instrument or device such as guns, knives, etc., which may be considered a threat to the safety of others. | Students shall not be in possession of any firearm, weapon or device that may be considered a weapon. | OSS until School Board hearing. Sheriff will be contacted |
| 4. <u>Willful destruction or defacing property.</u> | Students shall not deface or destroy any school property. Students should take pride in their school and keep it looking nice. | OSS until School Board hearing. Sheriff will be contacted |
| 5. <u>Any behavior that in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety or morals of other pupils.</u> | Students shall allow other students the opportunity to learn successfully without fear of their welfare, safety or morals. | OSS until School Board hearing. Sheriff will be contacted |
| 6. <u>Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.</u> | Students shall treat all other students with respect and will not torture, torment, or abuse any student(s) or staff. | OSS until School Board hearing. Sheriff will be contacted |

DRUGS AND ALCOHOL ABUSE ACTION

Possession, distribution or being under the influence of alcohol or other control substances on SCSD #3 property or at a school-sponsored activity will not be tolerated. The same applies to misuse of other mood-altering chemicals such as prescription and non-prescription drugs, paint, glue, etc.

Although the District must emphasize prevention and assistance programs, the response to violations of substance abuse policy must be swift and unequivocal. Parents/guardians must be involved in the process whenever possible, and law enforcement officials may be contacted whenever the school principal or his/her designee determines such contact is appropriate within the confines of state and federal law.

Any violation involving alcohol or other prohibited substances will result in the consequences listed below.

1. Controlled Substance Violations to include but not limited to: possession of, under the influence of, distribution of, conspiracy to possess or distribute and possession of paraphernalia with residue of, a controlled substance. The same applies to the misuse of mood altering chemicals, such as prescription and non-prescription drugs, paint glue etc.

2. Any violation involving the above will result in
 - a. Immediate out-of-school suspension until a parent conference is held;
 - b. OSS to be determined by administration;
 - c. A hearing before the Board of Trustees and
 - d. A report made to the local Sheriff

Sexual Harassment

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion.

Sexual harassment is any activity of a sexual nature that is unwanted and or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment.

An informal administrative conference will be held with the student to determine facts and outline with the student what action is to be taken. Exception to this is when it appears the pupil will create an immediate and substantial danger to persons or property around him. A parent conference may be required before the student is readmitted if the student is suspended from school.

HARASSMENT, INTIMIDATION AND BULLYING (New)

Adoption Date: November 11, 2009

Harassment, intimidation or bullying of students and/or staff 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 student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

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

"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.

Students shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Students who witness harassment, intimidation or bullying of another student shall report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student 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 students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint.

Students 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 a report of harassment, intimidation or bullying, the report shall be immediately given to the building principal, who shall initiate an investigation 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 student(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. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

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

When a student reports that he or she has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), the student's 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.

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.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation and bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site 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. (Policy No. 7.15.1)

ATTENDANCE POLICY

We know that sometimes it is necessary for a student to be absent, but we also know that absences should be kept to an absolute minimum. Studies show there is a direct connection between good attendance and good grades. We feel the most valuable benefits of school are found in daily classroom attendance. Making up work is, at best, less than an adequate substitute for a true teaching-learning experience, which can only take place when the student is present in the classroom.

In dealing with attendance, as well as in all other areas, it is important that parents and the professional staff at SCSD #3 work together as partners.

A maximum of 7 absences will be allowed in any one semester. Each absence beyond the 7 absences per semester will be unexcused (*truancies*). Exceptions will be certification from a competent medical authority stating specific days to be excused from school or a verified family emergency.

Students are allowed a maximum of **seven** absences from any class, including suspension, during a **semester**. The student is responsible for making up work missed only if the absence is excused. Unexcused absences will result in a "0" for all class work for that day. Absences are classified as excused or unexcused; **however, both excused and unexcused absences will count toward the maximum days**. A student who is suspended from school for a disciplinary problem for any number of days will have that number charged against the total seven (7) permitted in the policy.

Although it is the **parent's** responsibility to be aware of the student's attendance, the school will make every effort to notify parents when a student misses are considered truancy (by a letter and/or other communication).

Excused Absence

SCSD #3, with the knowledge of the parent, may excuse an absence. The principal has authority to assess and decide whether the absence is excused. There are two types of excused absences: those with prior notice and those without prior notice.

Absences with prior notice - Written notice is provided within a reasonable amount of time. Twenty-four-hour minimum notice is recommended so teachers and the student can prepare for the absence.

Absences without prior notice - Illness of the student, family emergency, accidents, emergency room treatment, or other emergency situations that necessitate the immediate absence of the student.

For all potentially excused absences, it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent, explaining the absence. If this is not possible, the student is required to provide a written statement from the parent or guardian, giving an explanation for the absence, 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.

In cases of prolonged or chronic illness (more than five consecutive days absent), the student must provide certification from a competent medical authority stating he/she is free from the disease, or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

Unexcused Absence

All absences falling into this category are truancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent/guardian and/or school officials, or if the principal and/or district superintendent cannot otherwise excuse the absence.

Truancies

Truancy is defined as absences without the knowledge and approval of parents, guardians, or school officials. Wyoming School Code 1969, as amended (WS 21, 1-47), states that ***five*** consecutive unexcused absences constitute a "Habitual Truant".

A student who has three (3) truancies from a class during the semester must meet with the administration, counselor, Sheridan County Truancy Officer and Superintendent. At this time an attendance contract will be written up.

If a student does not comply with attendance contract, he/she must appear before the SCSD #3 Board of Trustees and class credit may be withheld. Notice will be sent to parents and students when students have been truant from a class (by a letter and/or other communication).

The 5th truancy will result in a letter being sent by certified mail to the parents explaining the child has exceeded the truancy limit set by the State of Wyoming. Because this is a violation of State Law, parents and student will be required to attend a Juvenile Court Hearing for Truancy.

SCSD #3 wishes to develop good communication between home and school. All excessive absences will be brought to the attention of the home so that the best education possible can remain a viable solution to any attendance problem a student may encounter.

Tardies

Any more than ten minutes late for a class is counted as absent.

BUS RULES AND REGULATIONS

State Board of Education Regulations:

1. Passengers of a school bus shall be limited to regular and approved students and activity sponsors.
2. No person may enter the bus that is under the influence of liquor or drugs or is known to be drinking.
3. Smoking or any use of tobacco is prohibited on a school bus.
4. Guns (loaded or unloaded), shells, or any explosive articles are prohibited.
5. Animals are prohibited.
6. School buses shall stop to load and unload passengers only at authorized stops.

Students who are disobedient and refuse to cooperate may be denied the privilege of riding the school bus. Suspension for disobedience may occur only at the home of the rider. He/she must have written permission from the school authority in charge of transport before being allowed the privilege of riding the bus again. Written notice of the action of the driver should be furnished to the parent, but such notice need not precede action by the driver.

Additional Regulations for SCSD #3:

1. No eating or drinking on the bus without permission of the driver or sponsor.
2. No profane language.
3. Do not be destructive and keep the bus clean.
4. Cooperation with the bus driver is a necessity. Your life is in the driver's hands.
5. The bus driver may assign seats if necessary.
6. Stay in your seats (this means seated), facing the front of the bus through the duration of the trip. No blocking aisles.
7. Keep head, hands, and feet inside bus at all times.
8. **No unauthorized stops will be made unless advanced arrangements have been made.**
9. Noise will be kept to a minimum.

Consequences for Violating Regulations:

If an offense is serious enough where there is an immediate danger, or believed danger to the health and safety of the passenger(s) and/or bus driver, the driver may immediately suspend the offending passenger(s) from the bus. The bus driver will notify the proper authority at the earliest possible time regarding any action taken. The superintendent or principal will then determine what other necessary action should be taken.

Periodic Riding

Written permission from a parent or guardian will allow a pupil or student to ride another bus or leave the bus at a stop other than their regular stop. The permission slip should be given to the office prior to the trip.

The permission slip should contain the following information:

1. Name of student.
2. Name, address, and telephone number of the person(s) where the child is going.
3. Parent(s) or guardian(s) permission, date, and signature.

Buffalo Activity Bus Guidelines

(For A/C students participating in Buffalo Jr. High and High School activities)

Activity Bus:

- Will transport students to practice only when Sheridan County School District #3 schools are in session.
- Will depart A/C School at 3:30 PM and to return to A/C School at 6:10 PM.
- **Will not** be able to drop students off at their homes. Students will return to A/C school and then board either the Ucross activity bus or the Arvada activity bus. The Ucross and Arvada activity buses need to be loaded and on the road by 6:15 PM. Frequent stops on the return trip from Buffalo would not allow for the 6:15 PM departure time.
- When SCDS #3 is in session and there is a game, the activity bus to Buffalo will transport students **to Buffalo only**. It is the parent's responsibility to pick-up their child in Buffalo at the conclusion of the event.
- When a game is scheduled on a Friday or Saturday and SCSD #3 is not in session, it will be the parents responsibility to transport their child to Buffalo to catch the

BHS/Buffalo JH bus to an “out-of-Buffalo” game, or to participate in a game in Buffalo. Parents must pick up their children in Buffalo at the end of every event.

- If parents attend on “out-of-Buffalo” game and want to take their child home immediately following the event, they must provide their Buffalo coach with a written note stating that their child will be riding home with his/her parents.

Please remember that the opportunity to co-op with the Buffalo schools is a privilege. We ask that all students use appropriate behavior when riding the activity buses as well as show respect to all staff, coaches and sponsors.

***ALL BUS RULES AND REGULATIONS ARE TO BE ADHERED TO
IN CASE OF AN EMERGENCY OR AN UNUSUAL CIRCUMSTANCE, PERMISSION
MAY BE GRANTED TO HAVE A CHILD RIDE ANOTHER BUS, OR LEAVE THE BUS
AT A STOP OTHER THAN THE ABOVE BY CALLING THE
SCHOOL 758-4411 CLEARMONT OR 736-2219 ARVADA. VERIFICATION OF THE
INDIVIDUAL MAKING THE REQUEST WILL BE REQUIRED.***

CLASS SPONSOR AND OFFICERS RESPONSIBILITIES

- **Class meetings**
 - Class Sponsor
 - Facilitate the meeting
 - Help class officers establish goals for the year
 - Establish meeting times, dates, and agenda with class officer
 - Class Officers
 - Work with class sponsors to establish
 - Dates and times for meetings
 - Help develop an agenda for meetings
 - Run meetings
- **Fundraising activities (Concessions and Dinners)**
(All activities must be voted on by the class and approved by the Student Council)
 - Class Sponsor
 - Help class officers and class with ideas for fundraising activities
 - Help class officers organize any class and student council approved fundraising activity
 - Help class officer develop a work schedule (to include setup and cleanup) for students and parent volunteers.
 - A minimum of one ***Class Sponsor*** is required to help supervise each event. Class Sponsors can split the responsibility or do it together.
 - If unable to attend, organize adult supervision
 - Supervise set up, activity, and clean up
 - Class Officers
 - Help with set up, activity, and clean up
 - Work with class sponsors to organize activity
 - Develop work schedules and a responsibility list for the activity
 - Class president responsible for setting dates and times with concession supervisor
 - Class president is responsible for submitting application for fundraiser to the student council

- **Prom**

- Class Sponsor
 - Help class officers and the class set the date and time
 - Place the date and time on the school master calendar in the office
 - Help class officers establish a prom committee
 - Help the prom committee with
 - Times and dates to meet
 - Theme
 - Grand march
 - Food and refreshments
 - Bids on DJ's and Photographers
 - Establishing a list of individual responsibilities
 - Schedule for set-up and cleanup
 - Facilitate class meetings to vote on recommendations from the prom committee
 - Establish who will be Chaperones (4 required)
 - Make sure all aspects of Prom follow SCSD# 3 expectations and rules
 - Supervise set-up, chaperoning, and cleanup
- Class Officers
 - Be on the prom committee
 - Help classmates with set-up and tear down
 - Present and vote on recommendations from the prom committee in a class meeting
 - Work with class sponsors to organize
 - Work schedules and an individual responsibility list
 - Run meetings

- **Graduation**

- Sponsors
 - Work with administration on graduation
 - Establish meeting times, dates, and agenda with class officers concerning graduation
 - Facilitate graduation meetings
 - Facilitate the ordering of
 - Class rings
 - Invitations
 - Cap and Gowns
 - Attend Graduation
 - Help class make decisions about
 - Class motto
 - Class flower
 - Class song
 - Class colors
 - Graduation program
 - Sequence of events for graduation
 - Select graduation speaker
 - Set-up of gym
 - Order cakes

- Help with graduation practice
 - Slide show
 - Order flowers
- Attend Graduation
- Class Officers
 - Help with slide show
 - Work with class sponsors to organize graduation
 - Set dates and times for needed meetings
 - Help develop an agenda for the meetings
 - Run meetings
 - Develop a schedule of responsibilities for graduation
- **Communication**
 - **Sponsors and class officers are responsible for keeping parents informed**
- **Class Funds**
 - It is the responsibility of the sponsors to supervise the class funds
 - Collection and deposit of all money raised

*“Because of State and Federal regulations any money in the class account at the end of their senior **can not** be used for a class trip.”*

Fundraising Guidelines SCSD #3

Fundraisers

1. Based on past experiences, certain groups have specific fundraisers that they have consistently held (these will be considered pre-approved--examples: popcorn sales, pizza sales, candle sales, Calcutta, fruit sales, singing valentines, Make-A-Wish, frozen food sales and book fair.) To limit fundraisers and to ease the burden on the community, classes, teams and organizations are required to choose a month for their fundraiser. We will limit pre-approved school fundraisers to 2 per month (September-May). These fundraisers must be added to the fundraiser calendar kept by the Student Council Advisor by September 15 of the current school year.
2. The Student Council will only be allowed to approve 1 additional fundraiser each month during the school year. ***This will allow a maximum of three fundraisers sponsored by the school each month. The approval sheet must be turned in to the Student Council the month prior to starting the fundraiser. STUCO will meet the second Tuesday each month. *Student Council reserves the right to refuse to approve a fundraiser.***
3. ***School Organizations and classes will not be limited on “Community Service Projects” during the year. These do not need to be pre-approved.***

Concessions

1. At the beginning of the school year a sign-up sheet will be passed around to each class. They will have the opportunity to sign up for three games.
2. The sign-up sheet will start with the senior class and work it way down through the 7th grade class. After it has completed the cycle, it will repeat the cycle for the classes to sign up for additional games.
3. After the second rotation, it will be open to organizations and elementary classes.
4. Once a class/organization has signed up and they are unable to fulfill the commitment it is their responsibility to find a replacement.

Meals

1. Opportunities for meals as a fundraiser during the sports season will be available for the classes. Mr. Rohrer will set dates for games that will be available for meals, and classes will have the opportunity to sign up.
2. Those who sign up for meals will be responsible to provide help for preparation, serving, and clean up.

“Extra” food Fundraisers

1. In accordance to the USDA National Food Lunch Program rules, we have to approve any food being sold during the school day. *This approval sheet must be turned in to the Student Council the month prior to starting the fundraiser. STUCO will meet the second Tuesday each month.*
2. Each building (Clearmont Elementary, A/C Junior High/High School and Arvada Elementary) is limited to 5 “extra” food fundraisers during the school year.

EXTRACURRICULAR ACTIVITIES

SCSD #3 offers a variety of activities for students including golf, basketball, and track for boys and girls; volleyball for girls and the option of sports through a combination school agreement with Buffalo.

Non-athletic activities that are available include the Student Council, Future Farmers of America (FFA), Future business Leaders of America (FBLA), and music. The rules, training rules, and consequences for each of these special programs are laid out by the sponsor.

All school discipline applies to curricular as well as extra curricular activities. These rules apply to school sponsored events anywhere, as well as school sponsored travel to and from such events

Activity Eligibility

SCSD #3 has adopted the eligibility guidelines prepared by the Wyoming High School Activities Association. In addition to these guidelines, all SCSD #3 students in good standing must follow

the District Eligibility Guidelines in order to participate in Wyoming High School Activity Association sponsored events (Basketball, Golf, Outdoor Track, Volleyball, Art, FBLA, FFA, Journalism, Music, Student Council or events approved in a Combination School Contract with WHSAA) or any *activity* in which students are *competing* for awards or placement. The eligibility guidelines are listed below.

1. Eligibility is determined on a weekly basis. *A student must have a 70% (C or S) or higher in 8 of 9 classes in order to be eligible to participate.* This grade is determined by accumulating all grades from the beginning of the first week of each semester throughout the semester.
2. At the beginning of a new semester, an “at-risk” list will be compiled on the first Wednesday; however, no “eligibility” list will be compiled for the first week of the new semester. During the second week of a new semester, an “at-risk” list will be compiled on Monday and an “eligibility” list on Wednesday.
3. The “at-risk” list will be completed on Monday by 10:00 A.M. and students will be notified at that time if they are in danger of being ineligible.
4. The weekly “eligibility” list will be completed by 10:00 A.M. on Wednesday (or earlier in the case of a short week). Students who are not eligible for activities for that week will be notified at that time.
5. Students in athletics who are ineligible for three consecutive weeks will be dismissed from the team for the remainder of the season.
6. Students who are ineligible will not be allowed to participate in Wyoming High School Activities Association sponsored events or competitions. Students are eligible to practice; however, individual coaches/sponsors may set their own ineligibility policies concerning practice.
7. Students who are involved in activities at Buffalo High School through the Combination School Agreement and the Jr. High Programs must maintain a 70% or higher in all 9 classes. A “no travel” list will be compiled each day at 2:00 p.m. Students that do not have a 70% or higher in all 9 classes, will not be released at 3:30 p.m. to attend practices held in Buffalo. Students will be expected to remain in school for study hall, which will allow the students time to complete assignments as well as provide an opportunity for the students to directly communicate with their teachers. Individual coaches/sponsors may conduct a practice at 4:00 p.m. for those students who are not eligible to travel to Buffalo.
8. In order to participate in a **practice** or an activity, students must be in school and attend all of their afternoon classes (5th – 9th periods) on the day of the practice or the activity. Exceptions may include: 1) situations when special permission is granted by the administration, or 2) an excused absence due to medical appointments. **Documentation from the doctor is required.**

Athletic Policies and Guidelines

These athletic guidelines are established for the interscholastic athletic program at SCSD #3 junior high and high school. They were developed through the cooperation and efforts of the coaching staff, faculty, and administration. These guidelines are what are expected of SCSD #3 athletes and the athletic program.

The athletic programs are designed to provide worthwhile opportunities for those junior high and senior high students who desire competitive athletics. The coaching staff, faculty and administration wish to instill in each athlete the image of a true Panther athlete. As a Panther athlete students will

1. Consider all athletic opponents and game officials as guests at SCSD #3 and treat them all the courtesy due to friends and guests.
2. Respect the officials' judgment and interpretation of the rules. Never argue or make gestures indicating a dislike for a decision.
3. Never use abusive or irritating remarks from the sidelines.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake - not for what winning may bring through publicity.
7. Do everything possible to encourage enthusiasm for the game, courtesy and respect for players, coaches and fans.
8. Be humble in winning and gracious in defeat.
9. Accept both victory and defeat with pride and compassion, being never boastful nor bitter.
10. Congratulate the opponents in a sincere manner following either victory or defeat.
11. Accept seriously the responsibility and privilege of representing the school and community.

Any boy or girl is welcome to try out for any of the interscholastic teams available to them providing they meet the requirements established by the State Activities Association, by School Board Policies, and agree to follow the guidelines established in this booklet.

School Letterman Jacket

The ACHS Student Council formally adopted the design layout and color choices for ACHS Panthers Letterman Jacket in May 2016. If you are interested in purchasing your own jacket, please see the Student Council Advisor for the design information. You are responsible for the cost of your jacket.

Home School Participation

The SCSD #3 Home School Agreement Form must be completed, approved, and on file in the Front Office before the student will be allowed to participate. These forms can be acquired at the Front Office.

WHSAA Affiliate Home School Form must be completed approved by the WHSAA and on file at SCSD#3 Front Office. This form can be found on the WHSAA Official Web Page at www.whsaa.org under General Links, Forms, and Affiliate Home School Membership Form.

This form **MUST** be completed and approved by the WHSAA before the first practice of the appropriate fall, winter or spring season.

Affiliate Membership is for the current school year only. The Affiliate Membership Fee along with the Catastrophic Insurance fee for each participant from the particular Home School is required prior to participation.

NOTE: The fee required by the WHSAA is waived if the participants from that home school will be participating at the Middle School Level only. A copy of the completed document along with the approval letter from the WHSAA must be on file in the Front Office before the student will be allowed to participate.

The student must have a physical and it must be dated May 1st or after of the school year of participation. This must be on file in the Activities Office before the student will be allowed to participate. Must have proof of Immunization. This must be on file in the Front Office before the student will be allowed to participate.

Fees expected from all participants of that activity will also apply to Home School participants. There will NOT be additional fees assessed to Home School participants that are not expected by all the participants in the activity.

All school, team, and district expectations will apply to home school participants. These will include but are not limited to: Riding to and from events, attendance at practice & games, eligibility, etc.

An eligibility notification program will be developed and is the responsibility of the Home School. Weekly notification will be expected.

The WHSAA Combination School Agreement Form - A1 must be completed, approved, and on file in the Front Office before the student will be allowed to participate. This form can be found on the WHSAA Official Web Page at www.whsaa.org under General Links, Forms, A1 Combination School Agreement Form.

Philosophy

A great athletic tradition is not built overnight - it takes continued hard work and dedication by everyone. Athletics at SCSD #3 Junior and Senior High School is dedicated to excellence.

We are aware that athletic excellence is a constantly sought but rarely attainable goal. The basis of our pursuit of excellence is centered around the individual player. We know that if each player improves, the team will improve. Therefore, we hope to make each athlete aware of his/her unique potential. We strive through attitude motivation to influence each individual to reach his/her desired greatness.

Competition is inherently basic to the American way of life. We believe that the basic purpose of interscholastic sports is to foster within each player an attitude that develops high ideals of sportsmanship, qualities of cooperation, courage, unselfishness, and self-control, desires for clean, healthful living, and respect for wise discipline and authority.

We also believe that every athlete will have the opportunity to learn the basic fundamentals of the sport in which he or she participates. He or she will also have the opportunity to participate on the junior varsity level and to develop an attitude that carries a desire to be a winner.

We believe that there is no higher ambition to which one can aspire than teaching and working with youth. Young people can be helped to realize that self-discipline, sacrifice, sublimation of individual interests to the general concern, and the will to succeed, are personal characteristics which are conducive not only to athletic success, but are also conducive to successful living.

Athletic Responsibilities

As a member of any interscholastic team, each athlete has a certain responsibility to uphold. If a winning tradition is built here, then honor will come to our community, our school, and our athletes. Such a tradition is worthy of the best efforts of all concerned: the followers, the coaching staff, the athletes, and the student body. We will always play every game to win. In doing so, we will always play within the rules thereby gaining the respect of our school, our opponents, and, most of all, ourselves.

I. RESPONSIBILITY TO YOURSELF

We like to think of athletes as being someone special who will assume additional responsibilities. Athletes accept these responsibilities, which broaden and develop strength of character. You, as an athlete, owe it to yourself to achieve the greatest possible good from your school experiences, studies, participation in the other co-curricular activities, and from athletics. **YOU OWE IT TO YOURSELF TO ALWAYS DO WHATEVER YOU DO IN LIFE TO THE BEST AND FULLEST OF YOUR ABILITY.**

II. RESPONSIBILITY TO YOUR SCHOOL

As an athlete, you have the obligation to do your best and follow all rules and regulations set forth. By being an athlete, you are representing your school and your community. You automatically assume leadership roles when you are on an athletic squad. You are on the stage with the spotlight on you. Other people judge our school and our community by your conduct and attitudes, both on and off the field. As a leader, you can contribute to our school spirit and community image. Make your school and community proud by your performance and your devotion to high ideals to copy.

III. RESPONSIBILITY OF THE COACHING STAFF

Coaches are hired as teachers of their sport and each hope to develop the best team possible from the talent available. As teachers, they teach the fundamentals and basic skills for each sport to all squad members. Each coach is responsible for his/her own actions so that they do not reflect dishonor upon the team, the school, the community or the coach. All coaches will follow the Coaches Creed, which reads:

I BELIEVE: Inter-school sports have an important place in the general educational scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.

I BELIEVE: The other coaches of inter-school sports are earnest in their desire to keep the inter school program high on the plane of citizenship training, and I shall do all that I can to further their efforts.

I BELIEVE: My own actions should be so regulated as to reflect credit to this profession.

I SHALL: Abide by the rules of the games in letter and spirit.

I BELIEVE: In the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, coworkers, game officials and spectators.

I BELIEVE: Proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness, and self-control, desires for clean healthful living, and respect for wise discipline and authority.

I BELIEVE: These admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry-over and will aid each one connected with the sport to become a better citizen.

I BELIEVE: In and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

Those of you who want to be a part of this great tradition will have to accept the responsibilities, which are set up for every member of all teams of interscholastic athletics at SCSD #3 Junior and Senior High School.

Athletic Training Rules (Code of Conduct)

Section I. Drugs and Alcohol

- a. No use of alcoholic beverages at any time or anywhere during the season.
- b. No use of illicit drugs at any time or anywhere during the season
- c. No use of tobacco at any time or anywhere during the season
- d. Possession implies usage for all of the above.

Violation of Section I: First offense-Suspension for the remainder of the season

Section II. Curfew Hours during the season

- a. Sunday through Thursday nights--Home by 10:00 P.M.
- b. Friday and Saturday nights-- Home by 12:00 midnight
- c. The night before a contest --Home by 9:00 P.M.

Violation of Section II: First offense-Two game or match suspension, one meet suspension

Second offense-Four game or match suspension, two meet suspension

Third offense-Suspension for the remainder of the season

Section III. Grade Eligibility

1. You will be expected to be passing classes as outlined by eligibility guidelines.

Violation of Section III: A one-week suspension from competition (Wednesday to Wednesday).

Section IV. Conduct and Behavior

1. During the season (practices, games, meets, matches, trip or any time you are representing the school) your behavior is to be excellent. We will not have people on any team that don't know how to act correctly. You will dress according to the dress code for all trips and for school on the day of a contest.

Violation of Section IV: First offense-Two game or match suspension or one meet suspension

Second offense-Four game or match suspension or two meet suspension

Third offense-Suspension for the remainder of the season

Section V. School Violations

1. Students are expected to be respectful and have no violation of school rules during school time.

Violation of Section V: School Service- All school service assigned for the day will be served before students are allowed to practice or play in game.

In-School Suspension and Friday School- No student will practice until they have completed the requirements of the suspension and will not be eligible to participate in a school sponsored event until the following day.

Out-School Suspension – A Student who receives Out-School Suspension will receive a one game suspension.

Enforcement of Training Rules

When the coach or administration determines that there has been a violation of training rules, they may at that time impose the penalty for violation of the training rules. The student has the right to appeal to the Athletic Council if he/she desires. The student will be given the opportunity to defend any and all accusations. Anyone considering an appeal to the Athletic Council must contact the Superintendent.

PARENTS AND STUDENTS WILL SIGN OFF THAT THEY HAVE READ AND AGREE WITH THE TRAINING RULES BEFORE THE STUDENT IS ALLOWED TO PLAY IN ANY ATHLETIC EVENT.

Trip Procedures

Students will need to ride the bus to an away contest unless arrangements have been made with school administration **prior** to the trip.

At the conclusion of the contest, students will only be released to their parent(s) or guardian(s) unless **prior** arrangements have been made with school administration.

Parents/Guardians who would like to have their child ride home with another parent or family member must fill-out a Liability Waiver (available in the athletic office) and have it cleared by administration prior to the trip. A hand written note will no longer be accepted.

Parents/Guardians will need to sign the students out with the coach prior to taking the student from the contest. This can be in the form of a written note or a sign-out sheet provided by the coach.

Athletic Council

The Athletic Council is made up of the following:

- All Head Coaches
- Principal and superintendent
- One non-coaching faculty member

Athletic Dress Code

All school-sponsored activities will be required to abide by district student appearance expectations. This includes athletic team practices

The following code will be followed for all home and school sanctioned athletic trips when representing SCSD #3.

Boys: Slacks and nice shirt (no t-shirts). Blue denim jeans or jeans with holes in them are not allowed. Shirts should have a collar unless it is a sweater. Boys must leave their hats on the bus.

Girls: No midriff tops, spaghetti tops, tube tops or halter-tops. Shorts, skirts and dresses must reach the middle of the thigh. Denim jeans or jeans with holes in them are not allowed.

All questionable dress will be reported to the administration that will have the final say on the questioned clothing and appropriate actions.

Rationale: This team represents SCSD #3. We like to be represented in a positive, professional light. Our athletes will be remembered, and we would like them to be remembered as a classy, well-respected team.

Any violation of this rule will be a violation of Section IV of the training rules.

MANAGEMENT OF CONCUSSION IN SPORTS

Suggested Guidelines for Management of Concussion in Sports set forth by the National Federation of State High School Associations (NFHS) and The Sports Medicine Advisory Committee (SMAC)

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

The understanding of sports-related concussion has evolved dramatically in recent years. We now know that young athletes are particularly vulnerable to the effects of a concussion. Once considered little more than a “ding” on the head, it is now understood that a concussion has the potential to result in short or long-term changes to brain function or in some cases, death.

The terms “ding” and “bell-ringer” were once used to refer to minor head injuries and thought to be a normal part of sports. There is no such thing as a minor brain injury. Any suspected concussion must be taken seriously. A concussion is caused by a bump, blow, or jolt to the head or body. Basically, any force that is transmitted to the head causes the brain to literally bounce around or twist within the skull, potentially resulting in a concussion.

It used to be believed that a player had to lose consciousness or be “knocked-out” to have a concussion. This is not true, as the vast majority of concussions do not involve a loss of consciousness. In fact, less than 10% of players actually lose consciousness with a concussion.

RECOGNITION AND MANAGEMENT

If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, that athlete must be removed from all physical activity, including sports and recreation. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death.

| SYMPTOMS REPORTED BY ATHLETE |
|-------------------------------------|
| Headache |
| Nausea |
| Balance problems or dizziness |
| Double or fuzzy vision |
| Sensitivity to light or noise |
| Feeling sluggish |
| Feeling foggy or groggy |
| Concentration or memory problems |
| Confusion |

Parents and coaches are not expected to be able to “diagnose” a concussion. That is the role of an appropriate health-care professional. However, you must be aware of the signs, symptoms and behaviors of a possible concussion, and if you suspect that an athlete may have a concussion, then he or she must be immediately removed from all physical activity.

| SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES |
|--|
| Appears dazed or stunned |
| Is confused about what to do |
| Forgets plays |
| Is unsure of game, score, or opponent |
| Moves clumsily |
| Answers questions slowly |
| Loses consciousness |
| Shows behavior or personality changes |
| Can’t recall events prior to hit |
| Can’t recall events after hit |

WHEN IN DOUBT, SIT THEM OUT!

When you suspect that a player has a concussion, follow the “Heads Up” 4-step Action Plan.

- Remove the athlete from play.
- Ensure that the athlete is evaluated by an appropriate health-care professional.
- Inform the athlete’s parents or guardians about the possible concussion and give them information on concussion.
- Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and give the okay to return to activity.

Concussion in Sports - What You Need To Know

- Free Online Course offered by the National Federation of State High School Associations
- Website: www.nfhslearn.com
- Sports-related concussion in high school sports can be serious or even life-threatening situations if not managed correctly. National Federation of State High School Associations (NFHS) and Centers for Disease Control and Prevention (CDC) have teamed up to provide information and resources to help educate coaches, officials, parents and students on the importance of proper concussion recognition and management in high school sports. Mick Koester M.D., ATC, Chair of the NFHS Sports Medicine Advisory Committee and Director of the Slocum Sports Concussion in Eugene,

Oregon takes you through this course. In this course you will understand the impact sports-related concussion can have on your players, how to recognize a suspected concussion, the proper protocols to manage a suspected concussion, and steps to help your player return to play safely after experiencing a concussion.

SCHOOL ACTIVITIES

Code of Conduct

(FBLA, FFA, MUSIC, NATIONAL HONOR SOCIETY, CLOSE-UP, SPELLING BEE, WE THE PEOPLE, SCIENCE FAIR, PROJECT CITIZEN, STUDENT COUNCIL)

SECTION I - DRUGS AND ALCOHOL

- A. No use of alcoholic beverages at any time or anywhere during any FBLA, FFA, music or student council sanctioned event.
- B. No use of illicit drugs at any time or anywhere during any FBLA, FFA, music, or student council sanctioned event.
- C. No use of tobacco, at any time or anywhere during an FBLA, FFA, music, or student council sanctioned event.
- D. No misuse of over the counter drugs at any time or anywhere during an FBLA, FFA, music, or student council sanctioned event.
- E. Possession implies usage.

Violation of Section I: First Offense

- Student will not be allowed to go on any more FBLA, FFA, music, or student council sanctioned events for the remainder of the year.
- The parents will be called and requested to pick up the student. Discipline upon return to school will be three days In-School Suspension.

SECTION II - HOURS DURING FBLA, FFA, MUSIC AND STUDENT COUNCIL TRIPS

- A. Curfew will be one-half hour after the last scheduled activity, unless stated specifically different on the agenda.
- B. An advisor may set an earlier curfew if desired.

Violation of Section II: Each Offense

- Parents will be called and requested to pick up the student.
- Discipline upon return to school will be Friday In-School Suspension.

SECTION III - GRADE ELIGIBILITY Students are expected to be passing classes as outlined in the eligibility guidelines.

Violation of Section III: Each Offense

- One-week suspension from competition with eligibility running from Wednesday to Wednesday.

SECTION IV - CONDUCT AND BEHAVIOR

During the season (practices, games, meets, matches, trip or any time you are representing the school) your behavior is to be excellent. We will not have people on any team that don't know how to act correctly. You will dress according to the dress code for all trips and for school on the day of a contest.

Violation of Section VI: Each Offense

- The parents will be called and requested to pick up the student.
- Discipline upon return to school will be one day In-School Suspension.

SECTION V - SCHOOL VIOLATIONS

Students are expected to be respectful and have no violation of school rules during school time.

Violation of Section V:

- *School Service*- All school service assigned for the day will be served before students are allowed to practice or play in a game.
- *In-School Suspension and Friday School*- No student will practice until they complete the requirements of the suspension and will not be eligible to participate in a school sponsored event until the following day.
- *Out-School Suspension* – A student who receives Out-School Suspension will receive a one game suspension.

Contract

Parents and students must sign a contract stating that they have read and understand these rules prior to traveling with school sponsored events.