

# Meeteetse Schools

Junior High and High School  
Student Handbook



## **STUDENT HANDBOOK**

### **INTRODUCTION**

We take great pleasure in welcoming you to a new school year with Park County School District #16 in Meeteetse. We make every effort to offer our students a broad range of rigorous, high-quality, educational opportunities. Meeteetse School District is committed to providing excellent academic and extracurricular activities for students within a safe and positive environment.

This handbook has been prepared to provide students and families with important and useful information about our school, and to make available to you the guidelines established by the school district to ensure a safe and rewarding educational experience for all students. It is a quick reference tool you should find useful as questions arise about school policies, procedures and services offered to students.

The “Rules and Regulations” section of this handbook contains guidelines for student safety and behavior. When reviewing these guidelines, we ask you to consider the “spirit of the law” rather than focusing on the “letter of the law.” The high expectations we hold for our students as outlined in this handbook benefit students, parents, and staff in Meeteetse Schools.

Parents and guardians are encouraged to review this handbook with their students and to support its enforcement by the school. Creating and maintaining a safe learning environment for our students is a team effort, and we ask for your help as we strive to protect students’ rights while keeping the school environment safe and conducive to learning.

We look forward to this school year with great expectations for all students to have a successful and rewarding year. We encourage you to make the most of your time with us and remembering that our students will be, “Learning Today...Leading Tomorrow.”

### **MISSION STATEMENT**

Meeteetse Schools, in partnership with home and community, provides consistent individualized instruction that drives high student achievement and cultivates the development of the whole child.

## **BELIEF STATEMENTS**

We believe:

- That student and staff learning and growth, development of positive attitudes and respect for others and ourselves are our highest priorities.
- That personal growth is a lifelong process.
- That students, parents and community control the conditions for success and share in the responsibility for results.
- In developing positive attitudes, a good work ethic and decision making skills.
- That success in life depends on developing certain qualities – cooperation, perseverance, commitment, caring, integrity, honesty and loyalty.
- That the quality of the board of education, administration, and staff determine the quality of instruction.
- In meeting and challenging the intellectual, physical, social, and emotional growth of each individual.
- In nurturing a positive self-concept in all individuals
- That care and compassion towards others is essential
- That students need to develop responsibility for their own actions and learning
- That student learning data should drive budgetary, curriculum and instructional strategies

## **DISTRICT VISION**

Meeteetse Schools will set the standard for educational achievement as we challenge our students with an uncompromising commitment to excellence as: respectful individuals, independent thinkers, lifelong learners and tomorrow's leaders.

## **MOTTO**

Learning Today...Leading Tomorrow

## **SCHOOL MASCOT**

Longhorns

## **SCHOOL COLORS**

Scarlet Red and White with Black Trim

## **SCHOOL SONG**

When Meeteetse's team all fall in line  
We're going to win again another time  
For the good ole team we'll yell and yell  
For the good ole team we'll yell and yell and yell  
And we will fight, fight, fight for VICTORY!

For this is our motto will forever be  
 “Good Old Red and White for me ever more  
 Meeteetse Team!” Fight!

**DIRECTORIES**

**DISTRICT TELEPHONE**

<b>BUILDING</b>		<b>EXTENSION</b>	<b>PHONE</b>
Office		201/250	868-2501
Fax			868-9264
Web	www.park16.k12.wy.us		
Gym Foyer		243	

**SCHOOL BOARD**

<b>NAME</b>	<b>TITLE</b>
Nicole Blake	Chairperson
Angie Johnson	Vice Chair
Kevin Cooley	Clerk
Mike Potas	Treasurer
Duaine Hagen	Trustee

**ADMINISTRATION**

<b>NAME</b>	<b>TITLE</b>	<b>EXTENSION</b>
Shane Ogden	Superintendent	220
Scott McBride	Principal	207
Tracy Turnell-Thomas	Business Manager	237
Lori Moody	Administrative Secretary	201/250
Janell McBride	Administrative Assistant	202
Ernie May	Special Education Coordinator	227
Rebecca Thomas	Counselor	216
Scott McBride	Athletic Director	236

**TRANSPORTATION**

<b>NAME</b>	<b>TITLE</b>	<b>EXTENSION</b>
Ty Myers	Transportation Supervisor	224
Kim Flom	Bus Driver	
Janice Myers	Driver	

**MAINTENANCE**

Ryan Schaeffer	Facilities and Maintenance Director	217
Michelle Monroe	Custodian	

Ashley McGinnis Custodian

**FOOD & CAFETERIA**

<b>NAME</b>	<b>TITLE</b>	
Janice Myers	Head Cook	235
Kim Flom	Cook	

**LIBRARY**

<b>NAME</b>	<b>TITLE</b>
DeAnn Jensen	Head Librarian
Linda Seaton	Librarian

**SERVICES & SUPPORT**

<b>NAME</b>	<b>TITLE</b>	
<del>Shane Roberts</del>	<del>School Psychologist</del>	
Bobbi Clark	Speech Pathologist	
Leisa Elliott	Special Education Para	213
Nickie Gitlitz	Special Education Para	213
Sue Hiser	Special Education Para	213
Clint Elliott	Technology Director	208
Ashlea Salzman	Nurse	246

**FACULTY**

Louis Abarr	Agriculture	215
Penny Blake	1st Grade	231
Carisa French	Music	209
Nicole Herra	Math	226
Christine Horsen	3rd/4th/5th - Science/Reading	221
Allen Doty	Social Studies	236
Jill Stonehouse	2nd Grade	219
Amy Lewis	Pre-Kindergarten	222
Ty Myers	Industrial Trades	225
Molly Potas	English	230
Science	Science	229
Ernie May	Special Education	227
Art	Art	203
Michael Reinker	Math/Science/6th Language Art	232
Tammy Schlenker	3rd/4th/5th - Social Studies / Math	234
Kelsey Scolari	Physical Education / Health	203
Shawn Wiant	Kindergarten	206
Emma Melbraaten	Spanish	

Students are required to follow all public health guidelines, smart start plans, and variance exception guidelines. Failure to follow these guidelines may result in disciplinary action.

### **BUILDING SECURITY AND ACCESS: ARRIVAL**

We have an automated security system. The front sliding doors into the school will open at 7:30am and automatically lock at 5:00pm, Monday-Friday. The first set of sliding doors by the library will remain open providing shelter to those who arrive prior to 7:30am. Access to the school building at any other time of day is not possible without a teacher. Exceptions will be made for school board meetings and other evening events at the school.

### **MEETEETSE PUBLIC SCHOOLS CALENDAR 2020-2021:**

#### **Quarters**

First Quarter: August 25-October 21, 2021

Second Quarter: October 25-December 21, 2021

Third Quarter: January 4-March 10, 2022

Fourth Quarter: March 14-May 26, 2022

#### **School Holidays**

Labor Day: September 6, 2021

Thanksgiving: November 24-November 26, 2021

Winter Holiday Break: December 22, 2021 - January 4, 2022

Presidents' Day: February 21, 2022

Spring Break: March 21- March 25, 2022

Easter Break: April 15, 2022

Memorial Day: May 30, 2022

JUNIOR HIGH AND HIGH SCHOOL SCHEDULE

<b>2021 -2022 Bell Schedule</b>			
<b>Monday - Thursday</b>			
<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Minutes</b>
1st	8:00	8:52	52 min
2nd	8:55	9:47	52 min
3rd	9:50	10:42	52 min
4th	10:45	11:37	52 min
ADVOCACY	11:40	12:05	25 min
<b>LUNCH</b>	<b>12:05</b>	<b>12:35</b>	<b>30 min</b>
5th	12:38	1:30	52 min
6th	1:33	2:25	52 min
7th	2:28	3:20	52 min
<b>Friday</b>			
<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Minutes</b>
Secondary Whole Group (Gym)	8:00	8:40	40 min
Breakfast	8:40	8:50	10 min
Above and Beyond	8:53	9:43	50 min
Longhorn / Advocacy	9:46	10:36	50 min
Genius Hour	10:39	11:35	56 min
Lunch	11:35	12:05	30 min
Advisory	12:08	12:45	37 min

**GRADING SYSTEM BASED ON CARNEGIE UNITS**

90-100%	=	A
80- 89%	=	B
70- 79%	=	C
60- 69%	=	D
0- 59%	=	F

Incomplete	=	I
Satisfactory	=	P
Unsatisfactory	=	X

**STANDARDS BASED GRADING SYSTEM**

- 4 = Advanced Proficient
- 3 = Proficient
- 2 = Basic
- 1 = Below Basic

**STUDENT CLASSIFICATIONS**

- Freshman: Completed 8<sup>th</sup> grade
- Sophomore: Must have 6 credits
- Junior: Must have 12 credits
- Senior: Must have 18 credits

**GRADUATION**

**Park County School District Number 16 Requirements**

<b>SUBJECT</b>	<b>CREDIT</b>	<b>REQUIRED COURSE(S)</b>
English	4.0	English I-IV
Science	3.0	(Physical Sci. & Biology)
Math	3.0	(Algebra I)
Social Studies	3.0	WDE State requirements: History, American Gov't and Econ to have Assessment on Wyoming and U.S. Constitution.
Physical Education/Health	1.0	
Elective credit	6.0	
Technology	1.0	
Fine Arts	1.0	(Art or Music)
Foreign Language	1.0	
Vocational	1.0	
Careers	1.0	
<b>Total credits:</b>	<b>26.0</b>	



## **Additional Requirements**

All students in Meeteetse High School are required to take certain classes each of their four years. **All students are eligible for all classes. In order to take Dual and Concurrent Enrollment Classes, students must meet the enrollment requirements set forth by NorthWest College.** The following list of classes is recommended for each grade level that you might take:

Freshman: English  
Math (Algebra I or Pre-Algebra)  
Physical Science  
World History  
Physical Education

Sophomore: English  
Math (Algebra II or Geometry)  
Science (Biology)  
United States History  
Computer Applications  
Health Education

Junior: English  
Math (Pre-Calculus or Applied Math)  
Science (Biology, Physics/Chemistry, Environmental Science)  
Fine Arts (Art or Music)  
Wyoming/US Government  
Foreign Language  
Career Development

Senior: English and Electives

- NOTE: The school reserves the right to increase these credits based on State Accreditation requirements. Graduation Review Committee

Graduation Review Committee for Correctives:

- Student
- Teacher
- Parent
- Counselor/Administrator
- Administrator
- Content Instructor
- If Special Education (SPED teacher and SPED director)

Graduation Review Committee for Enrichments:

- Counselor

- Administrator
- Student
- Parent
- Teacher of the student's choice

### **GRADUATION CEREMONY**

Only students who have completed all requirements to graduate will participate in commencement exercises. Graduation is a ceremony that is designed by the school board and the school to confer the high school diploma upon those students who qualify. Seniors will be expected to have taken final exams and any district assessments prior to graduation.

#### ❖ Announcements, Caps and Gowns

During the senior year, a student needs to pay close attention to announcements and senior information letters. Seniors are responsible for ordering and paying for announcements, pictures and rings.

### **Valedictorian**

Selection of Valedictorian/Salutatorian is made on the basis of GPA, ACT scores, and weighted grades.

#### ❖ Selection Process

In order to be eligible for this honor, a transfer student must attend Meeteetse High School for the last seven credits of the senior year. Students must take courses for 85% of the class day during each semester of high school.

### **Summative Grading System**

This system is currently under study. If any changes take place in the system below, notification will be provided in writing.

A = 4.0 (90-100)

B = 3.0 (80-89)

C = 2.0 (70-79)

D = 1.0 (60-69)

F = 0.0 (59% or below)

### **Final Exams**

#### ❖ Final Exam “Dead Days”

During final exams, classes will not be interrupted with intercom communication. The office will not interrupt any class for any reason short of a serious emergency. The expectation building-wide is an atmosphere of quiet and study. Teachers are expected to keep students out of the hallways during examination times. Disruptions in hallways or classrooms during exam

times are considered no-tolerance offenses. There will be no teacher or student meetings scheduled during finals, unless they are focused on study and exam preparation.

❖ Final Exam Structure

Students will not be given a final grade in any class until the final for that class has been taken. Students will not be allowed to take a final exam early, but arrangements can be made to take it later. The final exam will not be weighted any higher than 10% of the total grade. The final exam sequence is designed to be delivered over two or three days. Approximately two hours are provided for each exam. The sequence of period exams will rotate.

**Report Cards**

Report cards are mailed 5 – 10 days after the end of each 9 week grading period. Students' report cards are mailed unless the card was picked up at a parent/teacher conference.

❖ Progress Reports

Student progress reports are mailed 4 times a year (Every 4 1/2 weeks).

❖ DFI (D, Failing or Incomplete) Reports

Any Jr. High or High School Student that is listed on the DFI list with 1 F or 2 D's will be considered INELIGIBLE for sports, activities, and all other school functions until removal from the DFI list.

Student notifications will be made Monday at school every week by the Principal. Students notification will include verbal as well as written communication. Students must get a signed note from the teacher whose class they are down in stating they should no longer be on the list. This note must then be turned into the principal in order to be removed from the list.

Parents of any student with an F will be contacted by the teacher.

❖ Parent Teacher Conference

There will be two (2) parent teacher conferences. One will be held in the fall and the other in the spring semester.

**ACADEMIC PROGRAMS**

**Enrichment Programs & Associations**

❖ Honor Roll

90% or above, the average for the nine weeks – "A" Honor Roll

80% or above, average – "B" Honor Roll

The honor roll will be posted at the end of each nine week period. The honor roll status of a student is based on academic grades. To be included on the honor roll, the student must have no grade lower than a 70%.

❖ National Honor Society

National Honor Society is a national organization that honors and provides opportunities for students across the U.S

❖ Academic Hall of Fame

In order to gain entrance into the Meeteetse High School's "Academic Hall of Fame," a student must have maintained an "A" average during their four years of high school. After earning this honor, at the completion of your senior year, your name will be inscribed on the "Academic Hall of Fame" plaque.

### **Corrective Programs**

❖ Student Support

Arrangements will be made on an individual basis to assist students who need a corrective program. This can include but is not limited to after school study hall.

### **MINIMUM ACADEMIC REQUIREMENTS**

Increased academic requirements from the Wyoming Department of Education have led to increased levels of accountability on both students and teachers. Because of the increased risk that some students may not graduate under the new rules and academic regulations, Meeteetse High School has chosen to **require attendance to AFTER-SCHOOL STUDY HALL and/or Friday School.**

### **PARENT & COMMUNITY INVOLVEMENT**

#### **~~Longhorn League and 6th Man~~**

The ~~Longhorn League and 6th Man~~ are groups of volunteers that support ~~all activities and~~ athletics at Meeteetse Schools. The clubs helps student participants raise funds for their activities by working the concession stand and receiving part of the income, and by annual membership drives, the income from which is given to various teams and individuals via a formal request process.

### **SCHOOL SAFETY**

#### **Health**

Parents should not send a child to school when the child is ill. If a child becomes ill at school, the student will be sent to the office to be evaluated by the nurse or office personnel.

❖ Illness and/or Injury at School

If a student becomes ill or injured at school, he/she should notify his/her teacher at once. THEY SHOULD NOT leave the building without contacting their teacher, School Nurse, or the office. BEFORE A CHILD IS SENT HOME FOR ILLNESS OR INJURY, THE SCHOOL OFFICE WILL CALL THE DESIGNATED CONTACT PERSON.

❖ Records

Cumulative health records are kept on each child in the school office. These include immunization dates, childhood diseases, and health history. Parent conferences with the School Nurse are encouraged and welcomed so that we may be more of a service to the child, teacher, and parents.

The School Nurse can assist families with obtaining financial assistance and specialist exams. ALL INFORMATION IS CONFIDENTIAL.

❖ School Nurse

The school nurse is on campus most days from 9:00 am until middle school practice time. If there is a concern or need, the nurse will be called immediately to address them.

❖ Medication Policy

- Prescription and non-prescription medications may be given at school. **School personnel shall dispense no medicine, internal or external, unless requested in writing on the appropriate form by the student's parents, physician, osteopath, or dentist.**

When it is necessary for a student to receive medication during school hours, the following applies:

- Signed, dated, written instructions by the health care provider (physician, physician assistant, dentist, etc.) must be on file in the school office before any prescription medication is dispensed.
- Signed, dated, and written instructions by parent/guardian must be on file in the school office before any over-the-counter medication is dispensed. THE DOSAGE MUST BE WITHIN THE LIMITS ON THE CONTAINER. Medications not regulated by the FDA such as herbals will not be administered.
- ALL MEDICATIONS DISPENSED BY SCHOOL PERSONNEL MUST BE IN THE ORIGINAL CONTAINER, LABELED WITH THE DATE, STUDENTS' NAME, the NAME OF THE MEDICATION, TIME OF DAY TO BE GIVEN, DOSE TO BE GIVEN AND THE PHYSICIAN'S NAME.
- MEDICATION SENT IN BAGGIES, ENVELOPES, ETC. WILL NOT BE GIVEN UNDER ANY CIRCUMSTANCES!!!

- When medications are given on a daily basis, parents may want to request a 2<sup>nd</sup> bottle from their pharmacist to leave at school.
- SCHOOL PERSONNEL ARE NOT RESPONSIBLE FOR BREAKING PILLS IN HALF. PILLS WILL NEED TO BE SPLIT AT HOME.
- All medication must be delivered to school by parents/guardians.
- Inhalers may be carried by students ONLY WITH WRITTEN PERMISSION BY THE STUDENT'S PHYSICIAN on the appropriate form.
- A signed statement is required from the student's physician before any changes in medication will be made. This includes time changes and doses. This statement may be faxed to the school.
- Students or families should call the School Nurse with any changes in health status or medications.
- For further information all medication and health policies are available in the School Principal's office.
- Health Services Emergency Aid

It is the responsibility of the school nurse to supervise first aid. When the nurse is unavailable and a student is injured, the school will call immediately for professional help and parents will be notified. Students may not participate in activities until there is an emergency medical treatment consent form, signed by a parent or guardian on file. This allows medical treatment when parents are unavailable.

- Emergency Medical Procedures

When an injury or serious illness occurs, first aid will be provided by an available qualified person. The nurse will be notified. The parents or guardians will be notified immediately. If the injury or illness is serious, an ambulance will be called or the nurse or administrator will take the student to the hospital. Soon after the incident, all the persons involved directly or indirectly with the incident will submit a written report.

- Blood Borne Pathogens

The school district is required by law to follow the federal OSHA regulations concerning blood borne pathogens. School personnel are trained to deal with bodily fluid spills. This process is designed to protect all individuals involved in the incident.

- Immunization

Students through grade 12 must produce an official immunization record. Under the laws of the state of Wyoming (W.S. 21-4-309), your child is required to be properly immunized against vaccine preventable diseases as designated by the Wyoming State Health Officer. A child may be conditionally enrolled in school for 30 calendar days to allow receipt of the records. If these records are not received the student shall be excluded from attending school according to

Wyoming State law until such time they are received. Medical and religious exemptions must be filed by the County Health Officer. Parents are responsible for updating their children's immunization and health record. Families should call our School Nurse whenever there is a change in your child's immunizations, health status or medication.

Required immunizations:

DTP – Age appropriate series complete and one additional Tetanus if last dose was within 5 years.

Polio – 4 doses (at least one dose must be administered on or after the fourth birthday).

MMR – 2 doses

Hepatitis B Series – 3 doses

- Immunization Exemptions

The State of Wyoming does not recognize exemptions for personal reasons. A physician must sign all medical exemptions. All requests for a religious exemption will be directed to the county health officer, Dr. Charles Jamieson, at 587-5545. Religious exemptions are not accepted from another state. Parents must apply for a new exemption when a student is enrolled. A student may be conditionally enrolled for 30 days during this time.

## **Emergency Procedures**

### ❖ Fire and Disaster

A fire alarm will be sounded for only three reasons: a drill, an actual fire or a bomb threat. Directions from teachers must be followed. Tampering with fire alarms is a serious offense. See Student Management and Consequences section.

### ❖ Violent Intruder Threat

- An intruder alert warning will be initiated.
- The safest response options will be used to save as many lives as possible.
- An extraction team will safely evacuate students and staff.
- An emergency triage team will manage operations.
- An updated list of student information will be located at all times with an off-campus emergency team.
- Any person(s) who interferes with an orderly evacuation will be recommended for expulsion or a legal complaint will be filed against such person(s).

### ❖ Bomb Threat

The administration will make adjustments to the following procedures as needed. The list that follows is a summary of a more in-depth process.

- Fire alarm will ring.
- Everyone will be relocated out of the buildings to a location that will be announced at that time.
- Procedures for orderly communication with parents, bus transportation and attendance accounting will be instituted.
- An emergency team will take over bomb search.
- School will be rescheduled to make up loss of class time with school board approval.
- Any person(s) who interferes with an orderly evacuation will be recommended for expulsion or a legal complaint will be filed against such person(s).
- All backpacks and personal belongings must be removed upon leaving the classroom.

❖ Power Failure

Emergency procedures will be planned in consultation with local electrical power suppliers. Lost school days will be rescheduled.

❖ Inclement Weather

In the event of severe weather, the superintendent's office may postpone or close school. Announcements will be made on all local radio stations.

## **STUDENT SERVICES & INFORMATION**

### **ADMISSIONS**

#### **Entry Requirements**

To register at Park County #16 students must be under the age of 21. Students must have an appointed guardian.

#### **Student Transfers**

❖ Transfer Transcripts and Health Records

The counselor and the administrative team will evaluate the transfer student's transcript for credit toward graduation. New students need to request that transcripts and health records be sent from the former school. If records are not available at the time of entry, the Administration reserves the right to change placement upon receipt of records. Administration from the former school will be contacted as needed, depending on the completeness of the records sent. New or transfer students unknown to the administration must provide valid identification. If records are not available at the time of entry, the school reserves the right to deny entry until records are available.



❖ Special Needs Transfers

A special-needs student will require an immediate placement child-study meeting to appropriately inform the administration and staff of special problems and special needs in the best interests of the student and the safety of other students.

❖ Home School/Non Accredited School Transfers

Students will be placed in classes based on the current School District #16 norm referenced test and any specific criterion-referenced or performance-based evaluations available. Home school and private school students will not have their rights to a public education violated. However, the GPA status cannot and will not be determined by non-referenced assessment. GPA will begin from the time spent in a public school or a school/program accredited by an acceptable accrediting agency. Any non-accredited school transfer will not be eligible for valedictorian, salutatorian or honor cords. The school reserves the right to require students to take course tests before acceptance of transfer credits from a non-accredited school or homeschool.

❖ Expelled or Suspended Students

Students moving to Meeteetse from another school district from which they have been expelled or suspended will not be admitted to our school until the expulsion or suspension time has been completed and/or the district they are coming from exonerates them. The Principal and the superintendent of schools will carefully evaluate each case. The school reserves the right to deny admission to students who have been expelled from another district.

**COUNSELOR**

The school counselor will be available for student consultation and support throughout the school week as scheduled.

**OFFICE PROCEDURES**

**Collection of Monies**

The practice of soliciting money from other students in the school is prohibited unless it is a fund-raising project sponsored by the school club or class and has expressed approval of the administration and student council. All monies collected shall be receipted and turned over to the office personnel by the end of each day for safekeeping and deposit. A receipt shall be given to the organizational sponsor. No fines, fees or other monies shall be collected from students without prior authorization.

**Fundraising**

All grade level fund raising activities at school functions or in the school must be cleared through the student council and the administration. K-8 fundraising outside of the school must be cleared through the administration.

## **Lockers**

Locker assignments for grade 6-12 are made for the entire year. Each student is responsible for their locker and should keep it neat and clean. *Students are encouraged not to leave articles of value or money in their lockers, even if they feel their lockers are secure.* A combination lock or a clip may be checked out from the office. **(DO NOT use a combination lock of your own.)** Keep the combination to yourself. Your locker is subject to inspection at any time and may be searched if it is suspected to contain any item(s) that may endanger the health, safety, or welfare of others. It may be searched if it might contain any item(s) belonging to the school or another individual.

## **CAFETERIA SERVICES**

### **Lunch**

Lunch cards will be issued to each student in grades K-12. The cost per meal will be \$1.75 for grades K-6; \$2.00 for grades 7-12; and \$2.75 for adults. There is a .25 cent charge for extra milk. Students that qualify may receive meals free or reduced meals. Reduced meals prices are .40 cents for grades K-12. Lunch can be paid for by the day, week, month or year. Lunch cards are maintained in the office.

## **TRANSPORTATION SERVICES**

### **Transportation System Policies**

Students riding the bus are under district disciplinary rules from the time they get on the bus until they get off. Transportation personnel are to be treated with respect due to any district staff member. The school bus is an extension of the classroom; all discipline infractions will be reported to the Principal. Transportation may be provided for students out of district funds. This does not guarantee that under all conditions a pupil will be transported. Because the driver must give his/her attention to driving, his/her requests and orders must be obeyed. Those who cause trouble must be curbed. If a student feels he is being unfairly treated, he should report the fact, with all the details, to the Principal. The Principal or the transportation supervisor will investigate and try to solve the problem.

Expectations while on the bus:

1. Observe the same conduct as in the classroom.
2. Be courteous; no profane language.
3. Do not eat or drink on the bus without the driver's consent.
4. Keep the bus clean.
5. Cooperate and listen to the driver.
6. All tobacco is prohibited.
7. Do not be destructive.
8. Stay in seat and face forward at all times.

9. Keep voices down.
10. Keep your hands to yourself.
11. No throwing or shooting of objects.

See “*Transportation Violations*” under *Student Management and Consequences*

## **GUIDANCE SERVICES**

### **Career Planning**

Materials for post-secondary training are located in the counseling office. A student may schedule an appointment with our counselor to evaluate future goals. Four-year high school plans and resumes are on file in the guidance office.

### **Student Records**

Transcripts for colleges and scholarship applications can be requested in the guidance office. All student records are managed through the Office.

### **Postsecondary Entry and Scholarships**

The counseling office provides support to students and parents. It is not the responsibility of this office to complete applications or to mail them by deadlines. This office has supported and helped many students to obtain entry into colleges of their choice and to receive scholarships. This is a collaborative effort between parents, students and guidance office.

### **ACT/SAT Testing**

Colleges in most countries **states** require the ACT; others may require the SAT. Student and parent course selection decisions will have a major impact on these tests. To score well on these tests, a student should select courses that demand academic rigor. The State of Wyoming offers ACT testing to juniors free of charge in the spring of each year.

### **Scholarships**

Many colleges, universities and national organizations offer substantial scholarships. It is your responsibility to take advantage of the career planning services and the support meetings. Many national scholarships are very competitive and some require that a student begin planning as a junior or younger. Your education at this institution prepares you to compete for these substantial scholarships, but the application process requires your hard work and attention.

### **Local Scholarships**

Our community strongly supports post-secondary education. Our community organizations and businesses provide many scholarships for our seniors. It is a student's responsibility to keep informed of the application requirements and deadlines. The counselor will be able to provide support and guidance for this effort. It is a student's responsibility to be aggressive in pursuing local scholarships.

## **College Visitations**

Seniors are encouraged to continue their education after high school graduation. Students classified as seniors may use one day per year to visit a college, university, technical school or trade school. These visitations will not count as an attendance point, as long as appropriate procedures have been followed and students have made a request in writing to the administration.

## **COUNSELING SERVICES**

### **Personal Counseling**

Individual counseling is based on the belief that optimal learning occurs when students are resourceful. The counselor and administrators are available to help students who are in crisis, in conflict or just feeling down. Students are encouraged to stop in the counselor/administration office and make an appointment.

### **Schedule Changes**

Scheduling operations are a function of the school administration. The counseling department is an important team player in this process. All forms are provided by the counselor and approved by the counselor and administration. Schedule changes will be considered during the **first week** of the school year. Changes after this time will only be made for extenuating circumstances as determined by the administration.

### **Conflict Resolution/Management**

Assistance is provided for students whose conflicts interfere with their ability to be successful at school. Mediation and negotiation methods are used to help students adjust and overcome difficult situations at school.

## **ON-LINE SERVICES**

### **Computer**

The Meeteetse Schools acknowledge that information obtainable through the use of computer systems can provide unique resources to benefit students to expand their knowledge and strengthen their lifelong learning skills. We also recognize that it is impossible to fully supervise all the uses of computers, networks and telecommunication systems which might expose students to lewd, sexually explicit, pornographic, criminal and/or other adult materials. Although a filtering device is maintained by the school and the district has adopted policies that govern student use of online services, parents/guardians have a responsibility to counsel their children regarding exposure to such materials. **Students and parents must sign a computer use agreement.**

## **Telephone**

Students may use the office telephones with permission. Students will not be excused from class to use the office telephone or personal cell phone unless it is considered an emergency.

## **STUDENT INSURANCE**

Meeteetse School makes available a student accident insurance form. These may be picked up in the Office. **Meeteetse School does not carry insurance for student injuries or the loss of personal property.**

## **SCHOOL PICTURES**

School pictures are taken in the fall.

## **BUILDING USE**

All building use must be scheduled through the Office. Also see **Security and Building Access** section.

## **DISCRIMINATION**

### **Discrimination**

Any student of this district who believes he/she has been discriminated against, denied a benefit or excluded from participation in any program or activity on the basis of sex, age, race, religion, national origin or handicap may file a written complaint with the district's Title IX coordinator.

### **Equal Education Opportunities**

Every pupil of this district shall have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, disability or religion. No student shall on the basis of sex, race, color, national origin, age or disability be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district, specifically including, but not limited to, access and participation in course offerings, athletics, counseling, employment assistance and extra-curricular activities.

### **Nondiscrimination**

Park County School District No. 16 is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, disability and religion. This policy should prevail in all matters.

## **RULES & REGULATIONS**

### **BUILDING VISITORS (ALL NON-STUDENTS)**

**All visitors must register at the office. And will be given an I.D. badge to wear while in the school.**

### **PROPER ADDRESS**

All adults in the building and during extra and co-curricular activities will be addressed as Mr., Mrs. or Miss, or Coach followed by the adult's last name. Nicknames and abbreviated last names are not acceptable.

### **FOOD AND DRINK**

Snacks may be kept in lockers for use during the day as long as wrappers and containers are disposed of properly. If food or drink litter becomes a problem on campus, this privilege may be removed. It is important for students to remember that no food or drink whatsoever is allowed in computer labs.

### **DISCIPLINE PROCEDURES**

#### **Discipline Options**

The Elementary, Junior High and High School has the following discipline options: warning, Detention, In-School Suspension, Friday School, Out-of-School Suspension, and recommendations for Expulsion or referral to the police. In-School Suspension will be used rather than Out-of-School Suspension whenever the infraction permits. Elementary School has additional steps to be used prior to these options.

#### **Detention**

Detention may be required by the classroom instructor. Detention is to be arranged the following school day, allowing students the opportunity to make proper arrangements; however, the time of the detention is at the instructor's discretion (before school, after school or during lunch). Failure to comply with detention may result in an administrative referral for the student.

#### **In-School Suspension**

In-School Suspension may be the method of discipline chosen for the following:

Classroom Disruption; Excessive Tardies; Truancy; Defiance; etc. Students will receive warnings and negative consequences in the classroom before being referred to the Administration for ISS. A "day" in ISS is a full school day, regardless of a student's regular schedule.

#### **❖ Procedures for In-School Suspension:**

A parent contact will be made or attempted. The administrator will explain the basic role and expectations of In-School Suspension. Paperwork will be sent home to the parents with the

student or through the Post Office. Students assigned to ISS should come prepared with either a lunch or lunch money and all of their course books and work.

### **Out-of-School Suspension**

The normal length of suspension is 1-5 days; however, a student may be suspended up to ten (10) school days. Appropriate referral from teachers, parents, students or other witnesses to the event will be documented.

#### ❖ Procedures for Out-of-School Suspension:

A due process hearing will be held which clearly defines the process and the rights of the students, including:

- ✓ Proper documentation of the problem.
- ✓ Parent contact during the hearing or following.
- ✓ Student statement of his/her side of the case.
- ✓ Guarantee of consistent discipline for every student.
- ✓ Student's right to know what is being done and why.
- ✓ Student's right to consult with a counselor any time.

Prior to suspending a student from school, the Principal or Superintendent shall inform the student of the reasons for the suspension and the evidence against him and shall give the student a chance to present his version of the charges against him and to present evidence in his behalf.

However, if the student's behavior endangers persons or property or threatens to disrupt the educational program, the student may be suspended immediately. The student will then be given a chance to be heard as soon thereafter as practical, but no later than seventy-two (72) hours after the suspension, not counting Saturdays and Sundays.

Oral notice of suspension will be given immediately, if possible, and written notice within twenty-four (24) hours to the student's parents or guardian stating the reason for the suspension.

Parent contact means that a parent must pick students up or give permission to allow student to go home. Severe cases may require referral to the police or a 10-day suspension and a recommendation to the school board for Expulsion.

The Superintendent shall be notified of all Out-of-School Suspensions.

### **Expulsion**

The Board of Trustees may suspend or expel a student from school for up to one year for any reason authorized by the Wyoming Education Code.

Only the School Board may expel a student unless otherwise expressly provided for in Board Procedures. The Board, through the Superintendent, shall be notified of all cases which warrant expulsion consideration.

Prior to recommending expelling a student from school, the Principal or Superintendent shall inform the student of the reasons for the suspension and the evidence against him and shall give the student a chance to present his version of the charges against him and to present evidence in his behalf.

However, if the student's behavior endangers persons or property or threatens to disrupt the educational program, the student may be suspended immediately. The student will then be given a chance to be heard as soon thereafter as practical, but no later than seventy-two (72) hours after the suspension, not counting Saturdays and Sundays.

Oral notice of suspension will be given immediately, if possible, and written notice within twenty-four (24) hours to the student's parents or guardian stating the reason for the suspension or contemplated expulsion.

## **ATTENDANCE**

### **Compulsory Attendance**

Wyoming Law requires that all young people who are not 16 years old or who have not completed the 10th grade must attend school. The Park County Sheriff is the school's truancy officer and enforces this law.

### **Attendance Office**

Parents are responsible for informing the attendance office of a student's absence prior to the start of class on the day the student will be absent.

### **Attendance Policy**

When a student has missed eight (8) classes in any semester, more than 10% of the total class time is missed. The board believes that, other than in exceptional circumstances, if a student misses eight (8) classes in a semester, there has not been adequate participation in the class to receive credit. Although a student may be absent under this policy for any reason up to eight (8) times without losing credit, this is not to be considered a grant to be absent in any case where absence is avoidable. Therefore, any absence except those for school activities, illness (supported by written excuse from a health professional) or for bereavement in the immediate family, will be recorded as a chargeable absence.

### **Four Day Notification**

When a student accumulates four (4) absences, parents will receive a letter from the school as an alert.



## **Six Day Notification**

When a student accumulates six (6) absences, parents will receive a letter from the school informing the parent that the student has accumulated excessive absences and may be removed from the class.

### ***---Excessive Absences***

When a student accumulates eight (8) absences in any class, he/she may be removed from that class with a Withdraw/Fail. If extenuating circumstances exist, students will have three (3) school days to submit an appeal to the administration or receive a failing grade. See *appeals* in this section for additional information.

## **TARDIES**

**Philosophy-** Academic success is directly correlated to attendance and tardies. Administrators, teachers, students, and parents must work together to make sure students are present and on time to each class of the day. We must foster a school culture that promotes positive attitude of the students. They must understand that it does matter if they are on time. There must be consequences for tardies, but there must also be a strong effort by each person in our school community to help students get to class on time.

This policy is three pronged and its effectiveness is dependent upon all involved participants. It is broken down into the following three areas:

1. Teacher participation
2. Effective Tardy/Attendance Sweeps
3. After-School Detention, Suspension

### **Each stakeholder has a role:**

**Administrators-** will support teachers by assigning and monitoring after-school detention and Friday School.

**Teachers-** will make every effort to monitor the hallways during passing periods and especially the first 5 minutes of their class period. Keep the traffic moving and be a positive adult presence. Show students that teachers do want them to be on time. Teachers will record attendance daily in Infinite Campus. Teachers will not allow students out of class without a proper hall pass. Teachers will make parent contacts when tardiness becomes a problem.

**Students-** will arrive to each and every class on time. They will attend after school detention,

and/or Friday School if it is assigned.

**Parents-** will support their child in arriving to school on time. Parents will communicate with teachers, advisors, and administrators and support the discipline process.

### **TARDY POLICY**

Students will be assigned to detention for each tardy as follows: first tardy = warning, second tardy = warning, third tardy or more = referral to administration for detention steps as follows:

- 1<sup>st</sup> Admin referral = 30 Minutes After School Detention
- 2<sup>nd</sup> Admin referral = 2 Days of 30 Minutes After School Detention
- 3<sup>rd</sup> Admin referral = One (1)-Day ISS
- 4<sup>th</sup> Admin referral = Three (3) Days ISS

If students do not show up for after-school detention, they will automatically be assigned ISS.

Students must grasp that it DOES matter if they are present and on time. They should not be wandering the building for any reason.

### **Attendance Definitions**

❖ **Absence**

Absence is the lack of attendance in any scheduled class for reasons other than medical, school activity or bereavement. Missing more than 10 minutes at the beginning or end of class is considered as an absence

❖ **Excused Absence**

An excused absence is when a parent excuses a student by note or phone.

❖ **Off-campus Absence**

Leaving high school campus (includes parks, alleys, etc.). After checking out at the office.

❖ **Campus Absence**

A student is not in the class in which he/she is scheduled, but is still on campus.

❖ **Truancy Absence**

Students absent from a class or school without parent or school permission.

❖ **Tardy**

A student who is absent from class within the first 10 minutes.

❖ Excessive Tardy

A student who has been tardy 4 (four) or more times in any given class.

### **Attendance Violations**

❖ Withdraw/Failure

Students who do not earn credit due to attendance violations will be given a "Withdraw/Fail" for that class and the "F" will be calculated into the student's cumulative grade point average.

❖ Tardy Detentions

Students will be assigned to detention for each tardy as follows: first tardy = warning, second tardy = warning, third tardy or more = referral to administration for detention steps as follows:

- 1<sup>st</sup> Admin referral = 30 Minutes After School Detention
- 2<sup>nd</sup> Admin referral = One (1) Friday School
- 3<sup>rd</sup> Admin referral = One (1) Friday School
- 4<sup>th</sup> Admin referral = Three (3) days ISS

❖ Off Campus Truancy

Every off campus truancy may result in In-School Suspension for 3 days.

❖ Campus Truancy

Every campus truancy may result in Friday School or In-School Suspension for 1 day.

❖ Administrative Prerogative

The administration reserves the right to increase or decrease recommended levels of discipline relative to cases presented. For example, increase discipline may be recommended for cases that are severe or when students are habitual offenders.

### **Appeals**

Students are allowed to appeal the attendance decision to the Attendance Committee. All appeals must be made in writing turned in to the Secretary no later than three school days after the ninth (9<sup>th</sup>) absence. At that time a form will be given to the student to fill out and complete.

❖ Appeal Format

The appeal must be typed in a block letter format and addressed to the School Administration. The written appeal must include the reason(s) for any or all existing circumstances that led to the excessive absences. (If extenuating circumstances do not exist, an appeal will be denied). The appeal must contain the current date and be signed by the student.

#### ❖ Attendance Appeal Committee

Committee created by the high school administration to hear appeals on attendance issues. It is made up of appointed school personnel.

#### PASSES

##### **Hallway**

Conduct in the halls should be orderly and free from horse play. Books and other personal items should be stored in lockers and not on the floor. Books and personal items found on the floor and benches will be placed in the “lost and found” by the office.

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a faculty or staff member.

#### DRESS CODE

##### **AMENDED DRESS CODE: AMENDED AUGUST 2018**

The aim of the dress code is to create an appropriate academic climate. The school believes that standards of neatness and appropriateness in clothing encourage an atmosphere conducive to learning, work, and discipline.

Student dress should be neat, clean and reflect community standards of decency.

The following are dress code requirements for the school day for Junior High and High School Students: No short shorts or short skirts. Shorts or skirts need to cover, *at a minimum*, to one hand-width (including thumb) above the knee.

- No bare midriffs.
- No see-through shirts.
- No tank tops, tube tops, low-cut tops, or tops with narrow shoulder straps. Tops are to be cut *no lower than* one hand-width (not including thumb) below the collarbones.
- No clothing that promotes drugs, alcohol, tobacco, violence, vulgarity, and/or nudity. This is to include items of double meanings.
- Student attire (to include wristbands) should include no logos, printed statements or pictures that are disruptive.
- Student attire should fully cover undergarments at all times, including boxer shorts.
- Hats and Hoods are not permitted to be worn within the school building and classrooms, unless part of a school approved dress-up day.

#### **Dress Code Violations**

- Students who are inappropriately attired will be sent to the office and asked to change or allowed to temporarily leave campus to change. They are being asked to honor the dress code set forth in the handbook. There will be extra spirit wear, such as Longhorn shirts and pants in the office if students are not able to go home to change. Failure to cooperate will be considered defiance and students will be suspended in accordance with the handbook. Repeated referrals will be considered disruptive behavior and will be disciplined according to the handbook and administrative reasoning.

### **Emergency Dress Code**

The Administration reserves the right to initiate an emergency dress code when it believes there could be a danger or other disruptions caused by attire. (It may include one or more of the following)

1. No coats in class or hallways.
2. No bags or backpacks outside of lockers.
3. No logos, phrases or symbols of any kind on clothing.
4. No hats.
5. Any other kind of specific clothing that the administration considers a concern.
6. The school reserves the right to require a simple inexpensive uniform if needed.

### **STUDENT MANAGEMENT & CONSEQUENCES**

#### **No Tolerance Infractions**

“No tolerance” means that the administration will assign In-School Suspension, Out-of-School Suspension, recommend Expulsion, or referral to the police. No warnings are issued for “No Tolerance” infractions.

“No tolerance” infractions are: possession of weapons, possession and/or use of drugs/tobacco or alcohol, fighting, assault, theft, vandalism, false accusations, verbal assault and open defiance.

#### ❖ Possession of Weapons

Any student who brings a weapon to campus on their person, in their car, in their locker or bag, may be suspended for 10 days and recommended to the board for expulsion.

#### ❖ Weapon(s) Definition

- Type 1: Deadly weapon (as such term is defined in W.S. 6-1-104 (a) (iv), i.e. firearms).
- Type 2: Other recognized weapons, which may be used or threatened to be used, to inflict bodily harm or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article as a weapon. Examples are knuckles, switchblade, butterfly knives, chains, clubs, stars, etc.
- Type 3: Articles designed for other purposes but which are being used (or threatened to be used) to inflict bodily harm and/or intimidate. Examples include but are not limited to: belts, combs, pencils, pocket knives, files, compasses, scissors, etc.

❖ Possession and/or use of Alcohol or Drugs

Any student who possesses or uses drugs or alcohol at school:

- ✓ Will be suspended for 1-5 days.
- ✓ May be referred to the county sheriff's office.
- ✓ May be required to have a drug/alcohol evaluation by a trained professional at the expense of the parents.
- ✓ **Energy pills and other supplements which affect students' physical, mental or emotional state are included in this category.**
- ✓ Medications prescribed by a physician are excepted from the drug policy. Please refer to the section on medications under 'Health'.

NOTE: A second offense may require suspension for 10 days and a referral to the board for expulsion.

❖ Possession of Tobacco

Any student who possesses tobacco at school:

- ✓ May be referred to the county sheriff's office.
- ✓ May be suspended for 1-5 days.
- ✓ May be fined for possession.
- ✓ May be required to have a drug/alcohol evaluation by a trained professional at the expense of the parents.

❖ Use of Tobacco

Any student who uses tobacco at school:

- ✓ Will be suspended for 1-5 days.
- ✓ May be referred to the county sheriff.
- ✓ May be fined for possession.
- ✓ May be required to have a drug/alcohol evaluation by a trained professional at the expense of the parents.

❖ Physical Assault

Students will be suspended for 1-5 days and may be required to see an out-of-school counselor. Expulsion or police referral may be considered.

## **Standard Disciplines**

❖ Public Display of Affection on School Properties

Public displays of affection, examples include but are not limited to: kissing, fondling, inappropriate touching, etc. will not be allowed on school properties. This is not appropriate behavior and will result in a trip to the Administrator's office.

❖ Theft/Vandalism

Students who are in violation of theft and/or vandalism policies will be suspended for up to 10 days (in-school or out-of-school), referred to the police or referred to the board for expulsion. Students committing these offenses for the second time may be suspended for 10 days and referred to the school board for expulsion, as well as referred to the police for criminal prosecution.

❖ Foul Language

Students exhibiting foul, disrespectful, or inappropriate language will receive detention, ISS, or OSS, depending on severity.

### **Harassment, Intimidation, and Bullying**

Harassment, intimidation or bullying of students at school is prohibited.

Harassment, intimidation or bullying means any intentional gesture, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a 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 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 website in a manner to be determined by the superintendent or his/her designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

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

### **Sexual Harassment**

Sexual harassment is unwanted sexual or gender-based behavior that occurs when a person has formal or informal power over another. It may occur in the form of physical contact such as unwelcome touching or interference with movements, verbal harassment such as epithets, derogatory comments, whistles, slurs, etc., or visual harassment such as displays of derogatory cartoons, drawings, posters, or messages. Sexual harassment violates the equal protection clause of the 14th Amendment of 1868 and parallel provisions of constitutions and laws found in most states. Outside agencies and authorities will be used as needed.

### **Classroom Disruptions**

The most damaging behaviors in school are those that interfere with another student's right to learn or a teacher's right to teach. We expect teachers to confront these issues. Failure of a teacher to confront classroom disruptions will be reflected in professional evaluation.

Teachers are expected to have appropriate classroom rules with consequences for student violations. After students have been confronted for their behavior, teachers will make a parent contact. After parent contact has been made, teachers will refer students to the office for discipline. Students are given opportunities to modify their own behavior and parents are given opportunities to modify student behavior. Referrals to the office will always carry a disciplinary action.

### **Habitually Disruptive**

Students who are disruptive in school on a regular basis may be considered "habitually disruptive". Habitually disruptive students will be referred to the administration. Upon referral a conference will be set up with the student's parents and a behavior plan set in place for the

student. Noncompliance with the behavior plan will result in detentions, in-school and/or out-of-school suspension as determined by the behavior plan.

### **Cellular Phones and Personal Electronics**

Students may have cellular phones and personal electronics devices at school. However, they may only be used during non-class time, and for educational purposes as approved by the classroom teacher during class time.

Students who violate this rule will be subject to consequences. The first time a student is found with an electronic device outside of allowable times he or she will be warned and asked to put the device away. A second offense will result in confiscation of the device by the administration or staff. Students may pick up the device from the Principal after school. Parents will be notified. On the third offense, the device will be confiscated and a parent will have to come to the school to receive the device from the Principal. Students who repeatedly violate the school's rule regarding phones and electronics may be considered habitually disruptive or insubordinate and may face consequences associated with those offences.

If a student chooses to bring an electronic device to school, Park County School District 16 is not responsible for any damage or loss of the item.

### **Transportation Violations**

First offense: written warning. A meeting will take place with the driver or transportation supervisor, parents, students, and administrators. A letter will be given to the parents, stating that any other infraction of the rules will result in a suspension from the bus. The letter is to be signed by the principal. Second offense: The student will receive a three to five-day suspension of bus riding privileges. The building administrator and the Transportation Supervisor will make the decision on suspension. Third offense: The student will receive a suspension of bus riding privileges from 9 weeks to 1 year depending on the seriousness of the infractions. The building administrator and the Transportation Supervisor will make decisions on the length of suspension with the approval of the Superintendent.

### **Computer Discipline Issues**

Food and drink are not allowed in computer labs.

School computers are for educational purposes. Use of school computers for personal email, personal internet use, and gaming is not permitted. Due to distractions created, the school reserves the right to prohibit students from using computers to listen to music during class. Students who do not follow these guidelines will be warned by staff members. The use of school technology is a privilege, not a right. Repeated violations may be considered habitually disruptive or insubordinate, and privileges will be revoked.

Damage of computer or technology equipment will be considered vandalism. Inappropriate use of online services (including Internet) will be considered disruptive behavior and will result in

loss or suspension of computer privileges. "Hacking" the network or impeding network operations will be considered "no tolerance" and may result in Suspension, Expulsion or referral to police.

### **Fire Alarm Tampering**

Any person who tampers with the fire alarm equipment will be referred to the police with a recommendation to prosecute to the fullest extent of the law. Tampering with fire alarms is a serious offense.

### **Appeal Process**

An appeal may be made to the superintendent.

## **CLASSROOM**

### **Textbooks (School Materials)**

Students are responsible for the care and protection of all assigned books. Misuse of textbooks and/or equipment will require students to replace the book or pay a fine for damage to the book. All fines will be paid before grades or transcripts will be released.

### **Make-Up Work**

Teachers will not create extra work for a student to do, unless it is part of the regular class expectations. Make-up work is the responsibility of the student. The following guidelines should be followed:

- ❖ Make-up work will be given during non-instructional time.
- ❖ Students who are absent due to activities are expected to have a pre-excused make-up sheet approved prior to the absence.
- ❖ Teachers may require students to make-up tests (or tests) when they return if the test was announced prior to the student's absence.
- ❖ It is the student's responsibility to obtain and complete make-up work. Students need to be aware that some graded-in-class activities or assignments cannot be made up.
- ❖ Classroom participation points must be offered as make-up through alternative and equitable assignments.

## **ACTIVITIES**

### **CO-CURRICULAR**

#### **Dances**

Only Meeteetse High School students and their dates will be allowed to attend dances. Dates must be currently enrolled in grade 9-12 (Prom is the only exception to school enrollment). Out-of-town dates must have a signed dance permit turned into the office by noon on the day of the dance. Married students may bring their spouses.

Anyone attending a school dance is required to remain within the building. If you leave, you may not return to the dance.

Students will be admitted to the dance only during the first hour of the dance or at the discretion of the sponsor.

Students are expected to dance in a respectable manner. Dancing that is inappropriate, as viewed by the administration or sponsor, is not allowed. School officials reserve the right to make decisions on suitable dancing and individuals who engage in inappropriate behaviors may be removed from the dance and parents/guardians will be notified. The administration and sponsors reserve the right to terminate the school dance if these expectations are not upheld.

### Assemblies

Assemblies are a privilege. Conduct during assemblies should be appropriate to the type of program being presented. Pep assemblies are for the purpose of promoting spirit and interest in the athletic events of our school. All other assemblies are for the education and enjoyment of everyone. Individual conduct should be such that it is a positive contribution. Teachers are to accompany and sit with their students at assemblies.

## **EXTRA CURRICULAR**

### **Activity Philosophy and Beliefs**

Our school believes that participation in activities is important for all students. The activity program is a major part of the education of the whole child. We expect high standards of academic performance from those in the activity program. Students that are academically deficient will not be allowed to represent our school in activities.

### **Activities Handbook**

The activity handbook is considered an extension of this handbook. If students are planning to be involved in activities of any kind or are currently involved with activities, they are expected to know the rules, regulations, processes and procedures contained in the activity handbook. This section is a review of some important facts.

### **Eligibility Requirements**

#### ❖ Academic

To be eligible for activities a student must pass six (6) classes the previous semester. If a student fails two classes at the end of the semester, he or she will be ineligible for the next (following) semester. Progress notices from teachers will inform parents of their child's progress. Parents may decide at any time not to have their child participate in an activity as a result of poor progress reports.

### ❖ Age Requirements

A student must be under 20 years of age on August 1<sup>st</sup> for fall sports, November 1<sup>st</sup> for winter sports and March 1<sup>st</sup> for spring sports. Documentation must be provided upon request.

### ❖ Activity Transfer Students

Students transferring from other schools may not participate until cleared by the administration activities director and/or the State Activities Association.

### **Equipment**

Unauthorized use of school equipment or clothing is forbidden outside of the activity season for which the clothing was issued. Upon completion of an activity season, clothing must be turned in or paid for.

### **Discipline Procedures for Activities**

Use or possession of drugs, alcohol or controlled substances is strictly forbidden. Activity participants are expected to be leaders and model citizens. These are the penalties for violation of discipline policies:

- ❖ First offense: Suspension for 10 activity participation days and two contests.
- ❖ Second offense: Suspension for 45 activity participation days.
- ❖ Third offense: Suspended for 180 activity participation days.

The administration reserves the right to declare a student ineligible at any time if the student is not fulfilling his/her citizenship responsibilities. Penalties may be carried over into the next year.

### **Parent/Student Rights**

Parents have the right to request their child's teachers/paraprofessionals qualifications. Please contact the district office to request qualifications in writing. The district will produce the teacher's qualifications within one week of the request.

### **IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:**

- In a motel or campground, due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building or bus/train station
- Doubled up with others due to loss of housing or economic hardship

**Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.**

The Title IV Liaison (Homeless Liaison) for Park County School District #16 is Ty Myers. If you have any concerns or questions, please call 307-868-2501 or email Mr. Myers directly at [tmyers@park16.org](mailto:tmyers@park16.org).

**Park County #16, Meeteetse (39)**

**AWARENESS STATEMENT**

We have received the student handbook, including general information, rules and regulations. We realize that we are responsible for reading and following its contents. ***Parents are required to inform the school of any changes in residency, custody, home/work phone numbers, and emergency contact information.***

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

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

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

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

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

Homeroom Teacher/Class Sponsor Name: \_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM TO THE OFFICE AT THE EARLIEST CONVENIENCE.**

***Thank you!***