

# Sweetwater County School District Number One



2022-2023  
Elementary Handbook

# **NOTICE**

The language used in this Handbook is neither intended to create, nor be construed to constitute a contract between Sweetwater County School District Number One, State of Wyoming and any one or all of its students or legal parents or guardians of students. This handbook is intended as a guide to inform and provide notice to students and legal parents and guardians. There are no promises, express or implied, for specific educational performance or outcome. The provisions of this Handbook may only be modified according to established procedures of Sweetwater County School District Number One, State of Wyoming. Sweetwater County School District Number One, State of Wyoming retains the absolute right to change the contents of this Handbook as it deems necessary, with or without notice.

## **United States Department of Agriculture Nondiscrimination Statement**

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

### **Nondiscrimination Statement**

Sweetwater County School District Number One hereby notifies all of its employees, students and potential employees that it complies with the laws enforced by the Office of Civil Rights including:

- Title II of the Americans with Disabilities Act of 1990 which prohibits discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment;
- Title VI of the Civil Rights Act of 1964 which protects people from discrimination on the basis of race, color, or national origin;
- Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap (disability); and the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.
- All employees, students, and potential employees have the right to equal admission, access, treatment of employment in its educational programs and activities.

Inquiries concerning Title II, Title VI, Title IX, Section 504, and the Age Discrimination Act may be referred to this District's Superintendent of Schools, Human Resource Director, 504 Coordinator at 307-352-3400 or Wyoming Department of Education, 122 W. 25<sup>th</sup> St. Ste. E200, Cheyenne, Wyoming 82002 <http://edu.wyoming.gov/>. Inquiries may also be referred to the U.S. Department of Education, Office of Civil Rights, Region VIII, 244 Speer Boulevard, Suite 310, Denver, Colorado 80204-3582 or phone (303) 844-5695 or (303) 844-3417. This publication will be provided in an alternative format upon request.

### **Child Identification and Special Education Programs**

If you are a student with a disability or suspect you have a disability, programs and services may be available to assist you. If you are a parent of a student with a disability or suspect that your student may have a disability that negatively impacts progress in school, programs and services may be available to assist the student. Sweetwater County School District Number One, State of Wyoming has a variety of Special Education programs and services to assist students up to age twenty-one at no cost to you or your parents. To access these programs and services, students must first meet state and federal guidelines for eligibility as outlined in the Individuals With Disabilities Education Act, Amended July 42 1997. Students that are identified as a student with a disability maybe entitled to a free, appropriate public education which includes special education and related services. For more information on how to access these programs and services contact the building administrator, school counselor or the Director of Special Services for Sweetwater County School District Number One at (307) 352-3400.

### **Section 504 Informational Notice**

Section 504 is an Act which prohibits discrimination against persons with a disability or impairment in any program receiving federal financial assistance. The Act defines an individual with a disability or impairment as anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment;
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, Sweetwater County School District Number One recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability or impairment will knowingly be permitted in any of the programs and practices in the school district.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and provide a free, appropriate education to all students who are individuals with disabilities or impairments as defined by eligibility under Section 504. The parents of these students are entitled to procedural safeguards, including individual notice of eligibility, notice of development of a plan, and notice of a significant change in a plan. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Education Rights and Privacy Act (FERPA) specifies rights related to educational records.

If there are questions, please contact the 504 Coordinator at the Office of Human Resources, 3500 Foothill Boulevard, Rock Springs, Wyoming 82902 or (307)352-3400.

### **Section 504 Parental Rights in Brief**

It is the policy of the Board of Education to provide a free and appropriate public education to and reasonable modification of policies, practices or procedures for each eligible student with a disability under Section 504. It is the intent of the District to ensure that students who are or may be eligible for special education, related aids and services, and/or reasonable modification of policies, practices, or procedures under Section 504 are identified, evaluated, and if eligible, provided with appropriate special education, related aids and services, and/or reasonable modifications of policies, practices, or procedures.

Parents (or students, if age 18 or older) have the following rights under Section 504:

- 1 . Right for your child to take part in and receive benefits from the District and its programs and activities, including nonacademic and extracurricular programs and activities, without discrimination on the basis of his/her disability;
2. Right to be informed, in your native language and mode of communication, of any proposed actions related to identify cation, evaluation, or educational placement of your child;
3. Right to examine all relevant records of your child;

4. Right to have an evaluation of your child that draws on information from a variety of sources in order to determine his/her eligibility for Section 504 services and/or accommodations;
5. Right to have periodic reevaluations of your child, including re-evaluation before any significant change in your child's placement;
6. Right for your child to receive appropriate special education, related aids and services, and/or accommodations in the least restrictive environment that is appropriate to meet his/her needs if he/she is found eligible under Section 504, and right to provide your input before Section 504 program/placement decisions are finalized;
7. Right to a manifestation determination review before any disciplinary removal of your child that constitutes a significant change in placement, in order to determine if your child's misconduct was related to his/her disability;
8. Right to request an impartial due process hearing under the District's Section 504 Procedures and Procedural Safeguards to address issues about the identification, evaluation, educational placement of, or provision of a free appropriate public education to your child, to participate in and be represented by legal counsel at the hearing, and to appeal the hearing decision through the District's review procedure;
9. Right to file a grievance under the District's Uniform Grievance Procedure to address any claim of discrimination on the basis of disability, and to appeal the grievance decision; and
10. Right to forego or terminate the District's impartial due process hearing and/or grievance procedures described above and file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR").

NOTE: Copies of the District's Section 504 Procedures and Procedural Safeguards and the District's Uniform Grievance Procedure, as well as contact information for OCR, are available at the Central Administration Building located at 3550 Foothill Blvd 504.

Coordinator: Samantha Gardner and Nicole Bolton located in the Human Resource Office. (307)352-3400

### **General Education Provisions Act**

Section 427 of the General Education Provisions Act (GEPA) requires each district reaffirm its commitment to nondiscrimination and equal educational and employment opportunities in all of its decisions, programs, and activities to ensure the following:

All residents of legal school age will have equal access to the educational programs, classes, extra-curricular activities and services. Factors such as race, color, gender, national origin, age, and disability will not be used as reasons for denying these programs and benefits to any student.

Comparable, accessible and usable facilities shall be provided for all students insofar as possible.

Equal employment opportunities will be extended to all persons without regard to gender, color, race, national origin, age, or disabling conditions unrelated to performing tasks of the position, national origin, or religious or political affiliation or beliefs.

### **Career and Technical Education**

#### **Annual Public Notification of Nondiscrimination**

Sweetwater School District Number One offers career and technical education programs in Construction, Design/Pre-Construction, Business Information Management, Teaching/Training, Accounting, Diagnostic Services, Restaurants & Food/Beverage Services-Management, Information Support & Services, Emergency & Fire Management Services, Pre-Engineering, Facility & Mobile Equipment Maintenance, Animal Systems,

Production, Engineering & Technology, Power, Structural & Technical Systems, Banking Services. Admission to these programs is based on prerequisite standards as detailed in each course handbook.

It is the policy of Sweetwater School District Number One not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Sweetwater School District Number One not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Below are links to the District non-discrimination policies:

- **Policy File: AC - Nondiscrimination:** <http://fmpps.sw1.k12.wy.us/SuperContainer/RawData/DocuBin/2021/08/17/V-A19A9D68-7EFE-4122-A77E-81EA193EBE2B>
- **Policy File: ACA - Nondiscrimination on the Basis of Sex:** <http://fmpps.sw1.k12.wy.us/SuperContainer/RawData/DocuBin/2021/08/17/V-EBE4B67D-4085-4AB0-B1B4-BD21C5D7542F>
- **Policy File: ACA-R - Sexual Harassment:** <http://fmpps.sw1.k12.wy.us/SuperContainer/RawData/DocuBin/2020/08/12/V-C3CD6F89-28EB-45F1-8F50-250AFECC608D>
- **Policy File: GBCH - Staff Harassment and Violence Policy:**  
<http://fmpps.sw1.k12.wy.us/SuperContainer/RawData/DocuBin/2019/06/25/V-688D2E00-8225-4525-A994-D2AA9FDCA9C2>
- **Policy File: JFCB - Student Harassment and Violence Policy:**  
<http://fmpps.sw1.k12.wy.us/SuperContainer/RawData/DocuBin/2019/06/24/V-92F488A2-5230-47A4-BC0A-7A8223C7082B>

Sweetwater School District Number One will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Civil Rights Compliance Coordinator at [civil.rights@sw1.k12.wy.us](mailto:civil.rights@sw1.k12.wy.us), (307)352-3400, contact the Title IX Coordinator at [title.IX@sw1.k12.wy.us](mailto:title.IX@sw1.k12.wy.us), (307)352-3400, and/or the Section 504 Coordinator at [section504@sw1.k12.wy.us](mailto:section504@sw1.k12.wy.us), (307)352-3400.

***LEA: Human Resource Director, Nicole Bolton***  
***(307)352-3400 ext. 1285***  
***[boltonn@sw1.k12.wy.us](mailto:boltonn@sw1.k12.wy.us)***

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481. More information can be found here.

## **Student Records**

The Board shall comply with The Wyoming Public Records Act, W.S. 16-4-201 through 16-4-205, and the Buckley Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) regarding the confidentiality of student records and public access to student records.

Current practice codified 1977

Adopted: date of manual adoption

Reviewed: 04/16/97

Revised: 7/16/14; 3/9/2020

LEGAL REF.: Wyoming Educational Policies Reference Manual, code JO

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JO

## **Student Records**

### Annual Notice of Rights Under FERPA

#### Annual Notice to Parents and Students of Rights Under the Family Educational Rights and Privacy Act of 1974

On November 20, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this Act:

1. You are entitled to inspect and review your child's school records upon request. This request shall be made during school hours and should be directed to the building principal or custodian of school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.
2. All records relating to a student's vitae, academic progress, grades, achievement and test scores, behavior, etc., are housed in the administration office of each school. Psychological records and records of special education students are maintained by the custodian of records at the Central Administration Building.
3. The parent's right of access shall include:

- a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children;
- b. The right to inspect and review the content of those records in the presence of the custodian of the records;
- c. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but shall not exceed the actual cost to the school district of reproducing such copies;
- d. The right to a response from the district to reasonable requests for explanations and interpretations of those records;
- e. The right to an opportunity for a hearing to challenge the content of those records; and
- f. If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of material or document as relates to such student or to be informed of the specific information contained in such part of such material.

4. Amendment of Records and Hearing: You have the right to request an amendment to a record or request a hearing in order to:

- a. Ensure records are accurate and appropriate (not misleading, or in violation of the privacy of the student) and,
- b. Insert into the record a written explanation respecting the content of the record.

5. Disclosure of Personally Identifiable Information

With certain exceptions, personally identifiable information from the education records of a student, other than directory information, is not released without the written consent of the parent or eligible student. The written consent must be signed and dated by the parent or eligible student and must include the specific records to be released, the purpose of the disclosure and the party to whom the disclosure is made.

Written consent is not required if the disclosure is to any of the following:

- a. School officials, including teachers, who have been determined to have legitimate educational interest. A school official is a person employed by the school district, as an administrator, supervisor, teacher, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, an auditor, consultant, expert, therapist or service provider); a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or the school district's insurance carrier. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. Officials of other schools or school systems in which the student has enrolled or intends to enroll. Records are forwarded upon request of these officials. You also have the right to receive a copy of the records, if desired, and have an opportunity for a hearing to challenge the content of the records.
- c. Student's application for a receipt of financial aid.



- d. State and local officials or authorities to which information is specially required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- e. Accreditation organizations, specific governmental organizations, and organizations conducting special research.
- f. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other individuals.
- g. Personally identifiable information shall be released in compliance with a judicial order to a lawfully issued subpoena.

6. The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency, or organization had in seeking the student's records. The record will be available only to the parents of said student or eligible student, and the custodian of the records.

## 7. Directory Information

School District #1 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

This information is considered public information which may be released by the school district without your prior consent. You have 10 days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.

8. When your child becomes 18 years of age, all rights formerly accorded to you as parents of said student become the sole rights of the eligible student, and you will no longer have the right of access to said student's records unless said student gives written consent.

9. FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

10. You have the right to file a written complaint with the Family Educational Rights and Privacy Office (FERPA), Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201, of alleged violations of this act by the school district.

Revised: 7/16/14; 3/9/2020

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JO-R  
State of Wyoming Board Policy JO-R

### **CHILDREN AND YOUTH IN TRANSITION (HOMELESS) CHILDREN**

It is the policy of the Sweetwater County School District Number One that every child will have equal access to a free and appropriate public education (FAPE). Children who are youth in transition have the same rights to FAPE as do the other children, and the District is committed to assuring that those rights are fully protected and honored.

It is the policy of the District to view children as individuals. Therefore, this policy will not refer to children as youth in transition; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. District schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all students and families upon enrollment in the school calendar/enrollment guide/handbook and posted in every District school, as well as other places where children, youth, and families in transition receive services (i.e. family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, or other social service agencies and in comprehensible formats (i.e. in Spanish).

If a school has any student who meets the following definition of children and youth in transition, please complete the attached referral sheet and send it to the Human Resources Office.

The Human Resources Office will respond to the referring school/agency to assist in developing an action plan to provide the student with a free and appropriate public education.

CHILDREN AND YOUTH IN TRANSITION is defined as children and youth who lack a fixed, regular and adequate nighttime residence The term includes:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting;
- children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- migratory children and youth who are living in a situation described above.

The terms “children and youth in transition” or “transition individual” do not include any individual imprisoned or otherwise detained.

In determining whether a child or youth is in transition, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis.

A child or youth will be considered to be in transition for the duration of homelessness and for the remainder of the academic year in which the student becomes permanently housed.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The general term youth also includes unaccompanied youth.

Enroll and enrollment mean attending school and participating fully in all school activities. Parent / legal guardian means a person having legal or physical custody of a child or youth.

School of origin means the school the child or youth attended when permanently housed , the school in which the child was last enrolled, or shall include the designated receiving school at the next grade level for all feeder schools.

School Selection and assignment of school:

The District shall, according to the student’s best interests, continue the student’s education in the school of origin for the duration of the homelessness, and for the remainder of an academic year in which the student becomes permanently housed, (42 U.S.C 11432 (g) (3) (A) (i) (II)) or enroll the student in a District school that non youth in transition students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of the student, the District shall:

1. Presume that keeping the student in his/her school of origin is in the best interest, unless doing so is contrary to the request of the student's parent or guardian;
2. Provide a written explanation, including a statement regarding the right to appeal, if the District sends a youth in transition student to a school other than the school of origin or a school requested by the parent or guardian;
3. Ensure that the District's liaison helps with placement or enrollment decisions for an unaccompanied student and gives priority to the views of the student (42 U.S.C. 11432(g) (3) (B) (iv)), and provides a notice of the right to appeal, on placement and enrollment decisions.

The District shall not segregate youth in transition students from non-youth in transition students.

Best interest will be a child-centered determination, based on the needs and interests of the particular student and the parent or youth's wishes. Potential best interest considerations include:

- The impact of mobility on achievement, education, health, and safety of youth in transition children and youth (42 U.S.C. 11432 (g) (3) (B) (ii));
- The age of the child or youth;
- The distance of a commute and the impact it may have on the student's education;
- Personal safety issues;
- A student's need for special instruction;
- The length of anticipated stay in a temporary shelter or temporary location;
- The time remaining in the school year.

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining best interest.

The student may continue attending the school of origin for the duration of the homelessness and/or until the end of the academic year in which the student moves into permanent housing.

### **Children and Youth in Transitional or Emergency Shelters**

If children or youth are placed in a transitional or emergency shelter they will be considered a child and youth in transition.

### **Children and Youth Living in Trailer Parks and Camping Grounds**

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

**Doubled-Up Children and Youth**

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

**Foster Children and Youth**

In general, children and youth in foster homes will not be considered a child and youth in transition. Many foster children are in the care of a public agency, awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular and adequate nighttime residence.

**Incarcerated Children and Youth**

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

**Migratory Children and Youth**

Migratory children will not be considered a child and youth in transition simply because they are children of migratory families. To the extent that migratory children are staying in accommodations not fit for habitation, they will be considered a child and youth in transition.

**Runaways**

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

**School-Age, Unwed Mothers**

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

**Sick or Abandoned Children and Youth**

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

## Services

Children and youth in transition will be provided services comparable to services offered to other students in the selected school, including:

- **Transportation:** The District shall provide or arrange transportation for a youth in transition student to and from the school of origin when the student is residing within the District and the parent/guardian or unaccompanied student request that such transportation be provided. Transportation will be provided for the entire time the child or youth has a right to attend that school, including transportation to and from the school or origin for the unaccompanied youth. The length of the commute will be considered only in determining whether the placement in the school of origin is in the student's best interest. Parents and unaccompanied youth must be informed of their right to transportation before they select a school for attendance.

If the youth in transition student moves to an area served by another school district, though continuing his/her education at the school of origin, the district of origin and the district in which the student is living must agree upon a method to apportion responsibility and costs for transportation to and from the school of origin. If the school districts cannot agree upon such a method, the responsibility must be shared equally;

- **Title I, Part A:** youth in transition children are automatically eligible for Title I, Part A services, regardless of what school they attend. The District will reserve such funds as are necessary to provide services comparable to those provided to Title I students to youth in transition children attending non-participating schools. The District's Title I plan will be coordinated through collaboration between the Title I Director, District Liaison, and the Principal.

Services: Each youth in transition student shall be provided with services comparable to services offered to other students, including the following:

- youth in transition children shall have access to public preschool programs, administered by the state or school district as provided to other children in the District.
- youth in transition youth and youth separated from public schools must be identified and accorded equal access to appropriate secondary education and support services, including identifying and removing barriers that prevent youth described in this clause from receiving appropriate credit for full or partial course work satisfactorily completed while attending a prior school, in accordance with state, local, and school policies.
- youth in transition children and youth who meet the relevant eligibility criteria shall not face barriers to access academic and extra-curricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs if such programs are available through the school district.

**Youth in transition students must be given all educational services for which they are eligible including, but not limited to: Title I; special education; programs for English learners; career and technical education; talented and gifted programs; and school nutrition programs.**

- To ensure continued enrollment in school and access to services, youth in transition students enrolled in the District shall have access to adequate and appropriate school supplies and waiver of school fees consistent with the District's fee waiver policy as well as tutoring services deemed necessary and consistent with school policy.
- The district shall ensure that youth in transition students receive assistance from counselors to advise such youths and prepare and prove the readiness of such youths for college, including instruction concerning the State's Hathaway Scholarship program

and post-secondary preparation.

Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners;

- Vocational and technical education programs;
- Gifted and talented programs; and
- Before- and after-school programs.

### **Disputes**

A dispute resolution process is in place and the child or youth in transition and parent/legal guardian is informed of the right to appeal disputed decisions made by the District. Copies of this written notice are provided to parents/legal guardians prior to a dispute. If a dispute arises over any issue covered in this Policy, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending. The Human Resources Office will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly. The parent or unaccompanied youth may appeal the District's decision as provided in the Wyoming's dispute resolution process.

Legal References: McKinney – Vento Homeless Education Assistance Act Cross-reference: Policy JC –  
School Attendance Areas  
Policy JC – R School Attendance Area

Adopted: 5/14/01

Revised: 1/13/2014;6/10/2019

Legal References: McKinney — Vento Homeless Education Assistance Act Cross-reference:  
Policy JC — School Attendance Areas  
Policy JC — R School Attendance Areas School District #1 ,

Sweetwater County School District Number One  
State of Wyoming  
Board Policy IGBCA

REFERRAL FOR CHILDREN AND YOUTH IN TRANSITION (HOMELESS) CHILD  
Sweetwater County School District Number One

Date Referral Received:

Student Name: \_\_\_\_\_ SEX: M F

FIRST : \_\_\_\_\_ LAST: \_\_\_\_\_

Address: \_\_\_\_\_  
LOCATION

CITY

STATE

ZIP

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

School Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Previous School: \_\_\_\_\_

Parent(s)/Legal Guardian(s) Name: \_\_\_\_\_

Student Resides With: \_\_\_\_\_

Address : \_\_\_\_\_  
LOCATION

CITY

STATE

ZIP

Additional Area(s) Of Concern: \_\_\_\_\_

Building Administrator' s Printed Name: \_\_\_\_\_

District Liaison' s Printed Name: \_\_\_\_\_

Building Administrator's Signature: \_\_\_\_\_

District Liaison's Signature: \_\_\_\_\_

Sweetwater county School District Number One State of Wyoming Board Policy IGBCA-E



**DISPUTE RESOLUTION FORM FOR CHILDREN AND YOUTH IN TRANSITION (HOMELESS) CHILD**  
**Sweetwater County School District Number One**

The McKinney-Vento Act, Education of Homeless Youth Program, Subtitle VII-B , Section 722(g)(3), provides the following guidance regarding enrollment disputes:

- If a dispute arises over school selection or enrollment, the child/youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute [Sec. 722(g)(3)(E)(i)];
- The parent or legal guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal [Sec. 722(g)(3)(E)(ii)];
- The parent/legal guardian/youth must be referred to the school district homeless contact person, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute [Sec. 722(g)(3)(E)(ii)] and;
- In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute [Sec. 722(g)(3)(E)(iv)].

If eligibility, enrollment or placement disputes or complaints arise regarding the education of children and youth in transition, the following guidelines include:

A. The person having the complaint first contacts the school or District (e.g. the District Liaison, school principal, or Superintendent) to present their concerns to the persons closest to the situation and most likely to be able to resolve it quickly.

B. If Step A is not successful or is not possible under the circumstances, contact should be made with the Wyoming Department of Education, State Coordinator for Homeless Children and Youth Program, McKinney-Vento Programs, Hathaway Building — 2nd Floor, 2300 Capitol Avenue, Cheyenne, WY 82002 or (307) 777-3672.

C. If the District determination on eligibility, enrollment or school placement for child and youth in transition conflicts with the wishes of the parent or student involved, they are required to provide notice of the determination to all parties, along with instructions on how to appeal the decision. Students are entitled to remain in their school of choice until the appeal process has reached completion. The District will include review by the Wyoming Department of Education as the final step in the appeals process.

Date Complaint Received: \_\_\_\_\_

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

LAST FIRST

Phone: \_\_\_\_\_

Additional Area(s) Of Concern:

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Resolution: \_\_\_\_\_

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Date of Resolution: \_\_\_\_\_

School District Administrator's Signature: \_\_\_\_\_

**Wyoming Department of Education (to be completed by WDE, when appropriate)**  
**Sweetwater County School District Number One**

Student Name: \_\_\_\_\_  
LAST FIRST

Additional Area(s) Of Concern: \_\_\_\_\_

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Resolution: \_\_\_\_\_

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Date of Resolution: \_\_\_\_\_

State Administrator's Signature: \_\_\_\_\_

Sweetwater County School District Number One  
State of Wyoming Board Policy IGBCA-E-2

## **NOTICE TO STUDENT AND STATEMENT OF FINANCIAL OBLIGATION**

Upon reaching the age of eighteen (18), you as a student will become financially responsible for your own education. If you incur any fines or fees, they are your financial responsibility and you must pay them in a timely fashion. If you fail to pay these fees in a timely fashion, they will be turned over to a collection agency. Additionally, any diploma or course credit you earn will be denied and deemed unearned until all debts are paid.

### **Student Fees, Fines, and Charges**

No elementary student shall be required to pay a fee for materials or services associated with their base K-6 curriculum.

No secondary student shall be required to pay a fee for materials or services associated with their core curriculum classes of language arts, math, social studies, or science.

Students are responsible for the materials and equipment checked out to them. Lost or damaged equipment will be charged as a fine to the student/parent.

Vandalism caused by a student will be charged as a fine to the student and/or parent.

Students will be assessed a schedule change fee at the secondary level for any modification made to a student's schedule when said modification is at the request of the student or parent.

Students may be asked to pay a charge for materials or services related to optional (elective) classes, activities, sports or projects. Charges will be clearly listed in the course catalogs or schedule of fees.

Except as other arrangements are made for indigent students, all students will be expected to provide the special clothing needed for physical education classes.

Should financial problems become apparent for any individual student or student's family, the District will evaluate extenuating circumstances and make any appropriate adjustments to one or more fees or fines.

Any student with outstanding fees or fines at the time of graduation will not be permitted to participate in ceremonies and will not be eligible to receive his/her diploma until all indebtedness due has been paid.

Any diploma or credit for a course that has successfully been completed will be denied and deemed not earned until payment has been made to the school for all indebtedness due.

The District reserves the right to use a Collection Agency in the collection of fees and fines.

## **Debt Collection Guidelines, Procedures & Standards**

### **Fees and Fines Procedure**

All teachers and coaching staff are responsible for management of supplies, uniforms, and other materials relevant to their position and distribution to students.

In the event of a lost or damaged item, a teacher or coach is responsible to immediately complete a Fees & Fines Authorization Form in its entirety and submit it to their building administrator. Building level administrators are responsible to review the document and sign.

The building administrator's designee will enter the documentation into the Fees & Fines tracking system.

If a fee or fine is paid the school designee is responsible to receipt the payment of such monies and document in the tracking system.

If items are returned, the teacher, coach, or school designee will then complete a Fees & Fines Change Form. Adjustments will also be made in the tracking system.

Should financial problems become apparent for any individual student or student's family, the district will evaluate extenuating circumstances and make any appropriate adjustments to one or more fees or fines. At the discretion of the building administrator, a portion or full amount may be waived by completing the Fees & Fines Waiver Form. Adjustments will also be made in the tracking system. (This information will be included in registration materials.)

### **Assessing Fees or Fines**

Any Lab Fee unpaid after 10 days of class enrollment will be entered as a Fee/Fines into the Fee & Fines Tracking System and charged to the student/parent.

Any schedule change not paid at the time of said schedule change will be entered into the Fee & Fines Tracking System and charged to the student/parent.

Lost Equipment, Books, Keys, etc. will be charged to the student/parent and entered into the Fee & Fines Tracking System.

Vandalism to District Property or Equipment will be charged to the student/parent and entered into the Fee & Fines Tracking System.

Library Fees and Fines will be entered into the Fee & Fines Tracking System as they are incurred in Alexandria and charged to the student/parent.

Should a student withdraw from the District prior to the end of a term, the school may assess fee/fines prior to the withdrawal. Information will be charged to the student/parent and entered into the Fee & Fines Tracking System. Fee & Fine statements should be attached to the withdrawal form.

### **Notification of Debt**

All students and parents will be notified of any outstanding debt each quarter until the debt is referred to the collection agency. Fee & Fine statements should be attached to the report card.

Students and parents may also be notified periodically via special mailings.

Students and parents will be notified daily via School Messenger of any outstanding Food Service debt.

Once an item is turned over to the collection agency, the agency will notify the student/parent of their debt.

### **Referral to Collection Agency**

After notification any debt, which has gone unpaid for a period of 45 calendar days, will be referred to a collection agency.

End of year food service debt will be sent to a collection agency 14 calendar days after the end of the school year.

### **Collection of Debt**

Any debt referred to a collection agency becomes the sole responsibility of the collection agency to collect. The School District should not accept debt payments for any item(s) referred to a collection agency.

If a student was fined for lost equipment or books, that student can return the lost equipment or books until the item is referred to a collection agency and such return will be considered payment in full. Once the item has been referred to a collection agency, the parent/student has the choice to either pay the monetary amount for the debt to the collection agency or return the equipment or books to the School District. If the later option is chosen, the collection agency will bill the District at a lower "Finders Fee" rate for the returned equipment/books.

Schools collecting debt prior to referral to a collection agency must keep a receipt of the paid debt and record the payment in the correct system (Fees & Fines System or the Horizon Food Service System).

Any item turned over to the collection agency and subsequently disputed by the student or parent must be disputed to the Collection Agency.

Adopted: 12/10/12

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JN-R

### **IMMUNIZATION POLICY**

To enroll in a Wyoming school, students must have received the following immunizations according to the Wyo. Ed Code 21-4-309. Students not meeting this requirement are given 30 days from enrollment to update their records. If this is not done, the student will be excluded from school until all immunizations are up to date.

#### **Mandatory Immunizations for Children Attending Schools; Exceptions**

(A) Any person attending, full or part time, any public or private school, kindergarten through twelfth grade, shall within thirty (30) days after the date of school entry, to provide to the appropriate school official written documentary proof of immunization. For purposes of this section, documentary proof of immunization is written certification by a private, licensed physician or his representative or by any public health authority, that the person is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine preventable disease as designated by the state health authority. No school administrator shall permit a student to attend school for more than thirty (30) calendar days without documentary proof of immunization. If immunization requires a series of immunizations over a period of more than thirty (30) calendar days, the child shall be permitted to attend school while receiving continuing immunization if the school administrator receives written notification from a private, licensed physician or his representative or by a public health official, specifying a written schedule for necessary immunization completion within the medically accepted time period. Waivers shall be authorized by the state or county health officer upon submission of written evidence of religious objection or medical contradiction to the administration of any vaccine. In the presence of an outbreak of vaccine preventable disease, as determined by the state or county health authority, school children for whom a waiver has been issued and who are not immunized against the occurring vaccine preventable disease shall be excluded from school attendance for a period of time determined by the state or county health authority, but not suspended from school as provided in W.S. 21-4-305. Children excluded from school attendance under this section shall not be counted in the aggregate number of pupils absent as defined in W.S. 21-13-101 (a)(i).

(B) The school administrator shall be responsible for an audit of the immunization status of any child enrolled in the school in accordance with rules and regulations prescribed by the Department of Health.

(C) The written, documented proof of immunization on a form provided by the state health officer shall be an integral part of the child's school record.

(D) For purposes of this section:

(i) "State health officer" means the person appointed by the director of the Department of Health pursuant to W.S. 9-2-101 (f) [9-2-103];

(ii) "County health officer" means the licensed, medical officer designated by the county commissioners to serve as health officer for this county.

(III) "Immunized" or immunization" means initial immunization and any boosters reimmunizations required to maintain immunization

pursuant to the immunization standards and recommendations issued by the state health officer. (Laws 1979, ch. 23, § 1; 1987, ch. §1, 1991, ch. 30, §2; ch 221, §1.)

**Mandatory Immunizations for Children Attending  
Schools: Exceptions**

- (a) Any person attending, full or part time, any public or private school, kindergarten through twelfth grade, shall within thirty (30) days after the date of school entry provide to the appropriate school official written documentary proof of immunization. For purposes of this section, documentary proof of immunization is written certification by a private, licensed physician or his representative or by any public health authority that the person is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine preventable disease as designated by the state health authority. No school administrator shall permit a student to attend school for more than thirty (30) calendar days. The child shall be permitted to attend school while receiving continuing immunization if the school administrator receives written notification by a private, licensed physician or his representative or by a public health official specifying a written schedule for necessary immunization completion within the medically accepted time period. Waivers shall be authorized by the state or county health officer upon submission of written evidence of religious objection or medical contradiction to the administration of any vaccine preventable disease, as determined by the state or county health authority. School children for whom a waiver has been issued and who are not immunized against the occurring vaccine preventable disease shall be excluded from school attendance for a period of time determined by the state or county health authority, but not suspended from school as provided in W.S. 214-305. Children excluded from school attendance under this section shall not be counted in the aggregate number of pupils absent as defined in W.S. 21-12-101 (a) (i).
- (b) The school administrator shall be responsible for an audit of the immunization status of any child enrolled in the school in accordance with rules and regulations prescribed by the Department of Health.
- (c) The written, documented proof of immunization on a form provided by the state health officer shall be an integral part of the child's school record.
- (d) For purpose of this section:
- "State health officer" means the person appointed by the director of the Department of Health pursuant W.S. 9-2-10 (f) 9-2-103;
- (ii) "County health officer" means the licensed, medical officer designated by the county commissioners to serve as health officer for this county;
- (iii) "Immunized " or "immunization" means initial immunization and any boosters or re immunizations required to maintain immunization standards and recommendations issued by the state health officer.

**PUBLIC AND PRIVATE SCHOOL IMMUNIZATION REQUIREMENT**

According to Wyoming State Law (W.S.21-4-309). Students are required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. Students may be conditionally enrolled for thirty (30) calendar days. (Exemption may be obtained only from the State or County Health Officer upon submission of a religious or medical exemption form signed by the parents and notarized.)

Minimum Immunization Requirements:

Parents/guardians must provide proof of immunization or provide documentation of medical or religious exemption from mandatory immunizations.

	<b>Kindergarten - Grade 6</b>	<b>Grade 7-12</b>
Diphtheria/tetanus/acellular pertussis (DtaP) or Diphtheria/tetanus/pertussis (DTP) or Diphtheria/tetanus	5 doses <sup>1</sup>	n/a
Haemophilus influenzae type b (Hib)	1-4 doses <sup>2</sup>	n/a
Hepatitis B (hepB)	3 doses	2-3 doses <sup>3</sup>
Measles/Mumps/Rubella	2 doses	2 doses
Polio (IPV)	3-4 doses <sup>4</sup>	3-4 doses
Tetanus/diphtheria (Td) or Tetanus/diphtheria/acellular pertussis (Tdap) <sup>5</sup>	n/a	1 dose <sup>6</sup>
Varicella (chickenpox)	2 doses (or documented history of disease) <sup>7</sup>	2 doses (or documented history of disease) <sup>7</sup>

#### FOOTNOTES

<sup>1</sup> If a fourth (4<sup>th</sup>) dose of DTaP vaccine was administered on or after a child's fourth (4<sup>th</sup>) birthday, and at least six (6) months has passed since the third (3<sup>rd</sup>) dose, a fifth (5<sup>th</sup>) dose is not required.

<sup>2</sup> The number of primary doses of Hib vaccine is determined by vaccine product and age the series begins. If a child has not received the completed series of Hib vaccine and is younger than 59 months of age, the child should receive one (1) dose of the Hib vaccine. Hib vaccine is not required for children over 59 months of age.

<sup>3</sup> Students who are in the 11<sup>th</sup> or 12<sup>th</sup> grade as of Fall 2010 will be required to have at least 2 doses of hepatitis B vaccine, according to the previous Rules and Regulations for School Immunizations.

<sup>4</sup> Children who receive three (3) doses of IPV before the fourth (4<sup>th</sup>) birthday should receive a fourth (4<sup>th</sup>) dose before or at school entry. The fourth (4<sup>th</sup>) dose is not needed if the third (3<sup>rd</sup>) dose is given on or after the fourth (4<sup>th</sup>) birthday. If all four (4) doses are given after six (6) weeks of age and are all separated by at least four (4) weeks, a fifth (5<sup>th</sup>) dose is not needed, even if the fourth (4<sup>th</sup>) dose was administered before four (4) years of age.

<sup>5</sup> Children older than seven (7) years of age should receive the Td or Tdap vaccine, Children with a medical contraindication to the pertussis (whooping cough) antigen should receive Td instead of the Tdap vaccine. Tdap vaccine may not be administered to a child within two (2) years of administration of Td vaccine.

<sup>6</sup> If a child in grades seven (7) through 12 received a Td booster after their seventh birthday but before age 11, he/she will be exempt until 10 years have elapsed since that dose was given.



<sup>7</sup>If a child has had chickenpox, the parent, guardian, school nurse, or physician must provide a written statement for the student's permanent school record.

Adopted: 12/10/08

Revised: 2/14/2011

Sweetwater County School District Number One State of Wyoming  
Board Policy JHCB

### **Child Abuse Policy Reporting**

Wyoming's Child Protective Services Act, Wyo. Stat. 14-3-201 through 215, seeks to protect the best interests of a child by offering protective services when necessary to prevent any harm to the child or other children living in the same home and to protect children from abuse or neglect which jeopardize their health or welfare.

Wyoming law requires any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected to report the suspected abuse or neglect immediately to the child protective agency or local law enforcement agency or cause a report to be made. Furthermore, any person who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made. Wyo. Stat. 14-3-205 (a).

### **Child Custody**

Unless otherwise ordered by a court, a non-custodial parent under Wyoming law has the same right of access as the parent awarded custody to any records relating to the student, including school records, activities, teachers and teachers' conferences. (Wyo. Statute 20-2-201 (e)). If a student is the subject of an Order issued by a court of competent jurisdiction which limits the rights of the noncustodial parent, the custodial parent is asked to provide the school with a signed Visitation and Release Request form stating the limitations imposed under the court's order. Certified copies of court orders relevant to such limitations should also be provided to the school. These forms may be obtained in the main office.

### **Every Student Succeeds Act (ESSA)**

As a parent or legal guardian of a student attending Sweetwater County School District Number One, State of Wyoming, you have the right to know the professional qualifications of the certified staff who instruct your student. Federal law authorizes parents or legal guardians to obtain certain information about certified staff and requires the District to provide the information in a timely manner, if you make a specific request. The District will provide the following information about each certified staff of your student:

1. Whether the Wyoming Professional Teaching Standards Board has certified or licensed the teacher for the grade and subject being taught.
2. Whether the Wyoming Professional Teaching Standards Board has authorized the teacher to teach a grade or subject without being certified or licensed under state law or regulations based upon special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject(s) of the degrees.

Upon request the District will provide information regarding the qualifications of paraprofessionals if they are required to be highly qualified. If you are requesting any of this information, please contact: Director of Human Resources, Sweetwater County School District Number One, State of Wyoming, P.O. Box 1089, Rock Springs, Wyoming 82902-1089.

Protection of Pupil Rights Amendment (PPRA) The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Sweetwater County School District Number One to notify parents and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

Political affiliations or beliefs of the student or student's parent;

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

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

Sweetwater County School District Number One will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Sweetwater County School District Number One  
P.O. Box 1089  
Rock Springs, WY 82902-1089  
The State of Wyoming  
County of Sweetwater

### **Visitor and Community Entry**

The District recognizes that the community and other visitors will be present on school grounds and at school functions. Parents and Guardians are encouraged to visit their children's school(s).

For the safety of students and staff, all visitors, including parents, guardians, community members and others shall require identification prior to entry during regular operating hours.

Each school shall have a single designated entry point for visitors that is clearly marked. For schools with entry vestibules, the designated entry point for visitors shall be the vestibule. Visitors who gain access from any other entry point shall be immediately directed to the designated entry point and shall not be allowed further access.

Upon or prior to entry, adult visitors shall provide identification in the form of a driver's license, passport, or other acceptable government photo identification. Photo identification will then be processed through the District's screening system prior to entry. Visitors who are granted access will be issued a badge or other identification, which shall be worn by the visitor in a manner that is easily seen at all times while on school grounds. Visitors may be denied access to school grounds related to any violation of federal, state, or local law, or for other safety concerns. Visitor identification shall include the date, name, and destination.

Parents or guardians visiting during operating hours for times other than lunch are encouraged to inform the child's classroom teacher of the day and time of a particular visit to avoid conflicts with the school or classroom's schedule. A teacher's first responsibility is to the children; teachers are unavailable to converse at any length with visitors, including visiting parents or guardians. If a conference is desired, arrangements should be made with the teacher for an appointment with the parent or guardian either before or after school hours.

Any unauthorized person on school grounds or at school sponsored activities shall be immediately reported to the administrator security, or other designated staff. Any staff member who notices an unauthorized person shall immediately request that the person either leave the premises or report to the designated entry point. Any unauthorized person on school grounds or at a school sponsored activity refusing to follow this policy shall be reported to law enforcement.

First responders who are responding for an emergency situation or for scheduled drills are exempt to visitor entry policy requirements.

Each school safety team may create additional procedures for entry/access to their school, provided such are consistent with policies.

\*\* A copy of file EB.8 shall be displayed or otherwise provided at each designated visitor school entry point.

Adopted: 6/23/2021

Sweetwater County School District Number One  
State of Wyoming  
Board Policy EB.8

### **Presence of Sex Offender on School Grounds**

Pursuant to Wyo. Stat. §6-2-320, no person who is eighteen(18)years of age or older who is required to register as a sex offender shall be upon or remain in the premises of any school building or school grounds when the registered offender has reason to believe children under the age of eighteen (18) are present or within thirty (30) minutes before or after a scheduled school activity. Additionally, registered sex offenders are prohibited from loitering on a public way within one thousand(1,000) feet from the property line of school grounds when children under the age of eighteen (18) are present or within 30minutes before or after a scheduled school activity.

A person who is required to register as a sex offender pursuant to Wyo. Stat. §7-19-302, including a parent or legal guardian of a District student, shall request written permission from the Superintendent of Schools or Human Resource Director, and the Building Principal before entering a school building or grounds for the specific limited purposes permitted. The registered sex offender shall complete the District's Registered Sex Offender Request to enter school grounds/buildings form at least three school days prior to the requested date of entry. Exceptions to the three-day rule may be made by the Superintendent of Schools or Human Resource Director for extenuating circumstances. As necessary, the District shall consult with local law enforcement authorities before allowing the presence of any such person at school or any school activity. A reply to the written request will be given prior to the requested date. The Superintendent or principal may deny an offender's request for permission to enter the school if it is determined that the circumstances necessitating the sex offender registration or subsequent behavior as identified by law enforcement warrant denial of permission to enter school property.

An offender may enter school grounds to vote on an election day if that offender is properly registered to vote and the school is the registrant's polling place.

Adopted: 3/11/2019

Legal Refs.: Wyo. Stat. § 6-2-320; Wyo.Stat.§7-19-302; Wyo.Stat.§7-19-303

Sweetwater County School District Number One  
State of Wyoming  
Board Policy KK-R

### **SCHOOL HOURS**

8:10 a.m. – 3:00 p.m. (kindergarten through sixth grade)  
Desert School (Wamsutter): 8:00 a.m. – 3:45 p.m.

Farson-Eden Elementary : 7:45 a.m. – 3:00 p.m.  
Farson-Eden Middle School/High School: 7:45 a.m. – 4:05 p.m.

Students should not arrive at school prior to the time designated by the school. Students may enter the school building only at the time designated by the school and are not permitted to remain in the school building after the time designated by the school. Early or late entry to the school building is only permitted upon authorization by the building administrator for student activities or events, such as school breakfast programs, assemblies or school programs.

Office Hours for each school of the District are posted in the school. School offices are closed on weekends and designated holidays.

### **School Admissions**

Except as otherwise provided by law, the public schools of each school district in the state shall at all times be equally free and accessible to all children resident therein of five (5) years of age as of August 1, or September 15 if pursuant to an approved request under W.S. 21-3-110(a)(xxxviii), of the year in which they may register in kindergarten as provided in W.S. 21-4-302(b) and under the age of twenty-one (21), subject to regulations of the board of trustees. W.S. 21-4-301.

All children who are of school age and who live in School District #1 with their parent, guardian or other person having control or charge shall be admitted to the public schools without payment of tuition.

Birth certificates and proof of required immunization shall be presented by all pupils upon registration and as requested by the District.

Current practice codified 1977

Legal Reference: W.S. 21-4-301

Cross Reference: JHCB – Immunization of Student  
JEA – Compulsory Attendance Ages  
JEC – School Admission  
JEB – Entrance Age and Assessment

Adopted: 3/19/1997

Revised: 11/1/1998; 6/23/2021

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JEC

## **Saturday School**

Sweetwater School District Number One will Provide Saturday school in order to provide an alternative disciplinary option or attendance intervention option. Saturday school hours will be 7:30 a.m. -11:30 p.m.

### **SCHOOL ATTENDANCE AREAS**

The Board shall establish attendance areas for the various schools of the District.

Students shall be expected to attend the school in the attendance area in which they live.

Upon registering with the District, parents/legal guardians shall submit proof of current physical residence by submitting two of the following documents:

Utility Bill Mortgage Document  
Rent Receipt Vehicle Registration or Title  
Bank Statement Pay Stubs  
Insurance Policy Tax Document  
Credit Card Statement Voter Registration  
Telephone Bill Residential Lease

Documents confirming the parents or legal guardian's name and address should be dated no more than thirty (30) days prior to registration.

If it is discovered that false documentation has been given to enroll a student in an out of boundary school, or no documentation is given, administrative action may be taken. This could include relocating the student to their boundary school or another school with available space at any time during the year.

Parents/legal guardians shall have the opportunity to request a change of placement from the designated attendance area to another school by completing the appropriate form.

The District has the right of placement. Change of placement may be made if in the best interests of the student and/or the school.

If a student's physical address changes during the course of the school year, the parents/legal guardians should notify the school and complete the appropriate form(s).

Current practice codified 1977  
Adopted: date of manual adoption  
Revised: 5/25/78; 10/09/96; 05/12/97; 11/11/13

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JC

## **OVERFLOW ENROLLMENT LIST PROCEDURE**

The Board of Trustees of Sweetwater County School District Number One, State of Wyoming (“the District”) establishes attendance areas for the various schools of the District. See Policy JC. Occasionally, a student will be unable to attend the school within his/her designated attendance area if a particular grade level or school has reached pre-established, designated capacity limits set by the District.

If on the Tuesday prior to the start of school a particular grade level or school has reached designated capacity limits, students living within the attendance area or attending child care before or after school in the attendance area who are unable to attend that school are identified on an Overflow Enrollment List. Other students who may seek admission to that particular school or grade will be added to this Overflow Enrollment List throughout the remainder of the school year based upon the date of attempted enrollment or the date of notice to the school that the child is attending child care before or after school within the attendance area.

When a student is unable to attend the school within the student’s designated attendance area, the District shall use its right of placement to identify the school where the student will be relocated. If the enrollment level at the student’s attendance area school declines and a vacancy is identified, the parent or legal guardian of the student on the Overflow Enrollment List will be contacted based upon the date of the attempted enrollment. The student, in order of succession, will be given the opportunity to return to the attendance area school until the vacancy is filled. If the parent or legal guardian declines that opportunity to return to the attendance area school, for any reason, the student next in order on the Overflow Enrollment List will be given notice and the opportunity to return to the attendance area school. Only one (1) opportunity to return to the attendance area school will be granted each school year. Call backs for class vacancies normally will take place only during the first quarter of the school year.

If the parent or legal guardian declines the opportunity to return to the attendance area school, the student’s seniority on the Overflow Enrollment List remains in the same position for future vacancies for the present school year. If the attendance area school continues to have a vacancy after all students on the Overflow Enrollment List have had the opportunity to return, a new student enrolling in the attendance area school will be identified on the Overflow Enrollment List based upon the student’s date of enrollment. If an immediate opening is available, that student may be assigned to the attendance area school.

However, at the beginning of the next school year, students on the Overflow Enrollment List will be given priority to return to the attendance area school based upon the date of first-attempted enrollment in the previous school year for students living within the attendance area. The students attending child care before or after school within the attendance area will be added next to the Overflow Enrollment List using the new school year's date of receipt of a completed Request for Child Care Transfer form. If the parent or legal guardian declines the opportunity to return to the attendance area for a second time, and the District accepts that placement decision, the student's seniority on the Overflow Enrollment List shall be vacated.

**Adopted, May, 2006; Revised June, 2014**

### **OUT OF AREA TRANSFER REQUESTS**

Parents requesting out of area transfer placement for other than childcare will be approved only if class size in that school and grade permit. Students will be sent back to their attendance area school when enrollment increases beyond the District's prescribed limits. The Tuesday prior to the start of school will be the date that all out of area transfer requests will be reviewed by the building administrator. Parents will be notified as soon as possible after this date concerning whether the out of area transfer request will be honored. When a student is granted an out of area request and attends that school, he/she will forfeit their original date of enrollment in their attendance area school.

### **CHANGE OF ADDRESS/PHONE NUMBERS**

Parents are to report any change of address and/or telephone in the PowerSchool Application. This may be done by signing into the Students and Parents link at [http://www.sweetwater1.org/powerschool\\_homepage](http://www.sweetwater1.org/powerschool_homepage). Accurate and current records must be available in the office in case it is necessary to locate your legal parents or guardians in an emergency. Student under the age of 18 may not update any information or permissions Unified Classroom/Info Snap.

## **STUDENT ATTENDANCE AND ABSENCES**

### **I. GENERAL STATEMENT OF POLICY**

A student whose seventh birthday falls on or before August 1, or September 15 if the child started kindergarten pursuant to an approved request under Wyo. Stat. § 21-3-110(a)(xxxviii) and who is under twenty-one years of age is considered to be of school age in Wyoming. See Wyo. Stat. § 21-4-102(a) and Wyo. Stat. § 21-4-301. Sweetwater County School District Number One, State of Wyoming considers regular school attendance essential for success in school. Regular school attendance has a direct relationship to student achievement of performance standards, grades, social development, and advancement. Make-up work cannot completely substitute for the learning that occurs in a classroom environment. Therefore, enrolled students are required to be present for scheduled classes unless properly excused.



Attendance is compulsory for any school-age student residing in Wyoming who has not yet attained his or her sixteenth birthday or completed the tenth grade. See Policy File JEA Every parent, guardian or person having control, or charge, of any student subject to Wyoming's Compulsory Attendance Act is required to send the student to school during the entire time that the public schools are in session; and every student subject to the Act is required to attend school. See Wyo. Stat. § 21-4-102.

The Human Resources Director of the District and each building principal is hereby designated as an attendance officer. See Wyo. Stat. § 21-4-103. Each classroom teacher is required to maintain accurate attendance records and report all student absences and tardiness to the building principal or designee.

An absence occurs when the student fails to be in attendance, at the place designated for the class, for a period of time exceeding five minutes beyond the starting time designated for the class.

A tardy occurs when the student fails to be in attendance, at the place designated for the class, within five minutes after the final starting time designated for the class, unless the tardy is excused by specific, written permission of an administrator or professional staff member of the District under procedures to be established by each school.

## **II. EXCUSED ABSENCES**

Absences from class shall be excused only for necessary and important reasons at the discretion of the District attendance officers. Excused absences may result from one of two sets of circumstances, absences with prior notice or absences without prior notice.

For absences that occur with prior notice, such as family activities or vacations, professional appointments which cannot be scheduled after school hours, or other reasons prearranged by the parent or legal guardian and approved by the attendance officer, parents or legal guardians are requested to provide written notice to the school within a reasonable amount of time prior to the absence (a minimum of forty-eight (48) hours prior notice is recommended so teachers and students can prepare for the absence with work assignments).

For absences that occur without prior notice, such as personal illness, hospital or emergency-room treatment, accident, serious personal or family problems, or other emergency situations that require that the student be absent, parents or legal guardians are requested to provide notice to the school each day the student is absent. Upon the student's return to school from an absence that occurs without prior notice, parents or legal guardians are required to provide notice and reason for the absence within forty-eight (48) hours of the student's return to school. Notice may be provided in writing, signed by the parent or legal guardian. Notice may also be provided by telephone, to the attendance officer or designee, by the parent or legal guardian.

In all situations, the parent or legal guardian shall request that the absence be excused by the attendance officer. Attendance officers have discretion to request further information from parents or legal guardians to verify requests for absences to be excused. The administrative determination of whether or not an absence shall be excused shall be at the discretion of the District attendance officers. The attendance

officer shall not count students as absent for prearranged absences due to school activities held during the school day or prearranged conferences with professional school staff held during the school day.

At the secondary level, a maximum of 5 excused absences shall be allowed per class period in any one semester. At the elementary level, a maximum of 5 excused absences shall be allowed per attendance period in any one semester. Each absence beyond the 5 excused absences per semester will be unexcused. Exceptions are only authorized upon certification from a medical authority stating specific days to be excused from school, verified family emergency, or extenuating circumstances as determined by the District attendance officers.

A student whose absence is excused is permitted to perform make-up work or testing, without penalty, provided that the make-up work or testing is performed in the time and manner provided in each school's Student/Parent Handbook.

### **III. UNEXCUSED ABSENCES**

An absence which is not approved by parents or legal guardians or not excused by the attendance officer shall be considered an unexcused absence. Unexcused absences are also deemed as trancies which is defined as the willful and unjustified failure to attend school by one who is required to attend.

The student must follow the specific timeline of makeup work as defined by each school's Student/Parent Handbook so that the student may remain prepared to master the curriculum. Except as specifically required by this Policy, parents or legal guardians will be notified, at the telephone numbers or addresses reported at the time of enrollment, of unexcused absences or trancies as provided in each school's Student/Parent Handbook. In addition, students with unexcused absences will be subject to disciplinary action as provided in each school's Student/Parent Handbook. A student with a total of 5 unexcused absences will be deemed to have demonstrated continued willful disobedience or open defiance of the authority of school personnel and be subject to intervention. File: JED

#### **A. Compulsory Attendance Age Students**

The attendance officer shall provide a written notice to the parent or legal guardian of a student who has not yet attained his or her sixteenth birthday or completed the tenth grade upon the first occurrence of an unexcused absence or truancy. The notice shall notify the parent that the attendance of the student is required by law. . Wyo. Stat. § 21-4-104(a)(ii).

If, after the first notice of unexcused absence is sent, the student has a second unexcused absence, which the attendance officer reasonably believes was due to the willful neglect or failure of the parent, legal guardian, or person having custody of the student, then the attendance officer shall make and file a complaint against the parent, legal guardian, or person having custody of the student with the Sweetwater County Prosecuting Attorney. Wyo. Stat. § 21-4-104(a)(ii). A parent, legal guardian, or person having custody of a student who willfully fails, neglects or refuses to comply with provisions of Wyoming's Compulsory Attendance Act may be found guilty of a misdemeanor and be subject to a fine or imprisonment in the county jail or both. Wyo. Stat. § 21-4-105.

A student who accumulates five or more unexcused days of absences in any one school year shall be referred to the board to be declared habitual truant. For purposes of this provision, unexcused absences from individual classroom periods in secondary schools or partial days of unexcused absences in elementary schools equal to five times the number of periods or partial days in the student's daily schedule (excluding seminary or work/study) shall equal five, unexcused days of absences.

### **B. Non-Compulsory Attendance-Age Students**

Those students who are sixteen years of age or older or who have completed the tenth grade are considered non-compulsory attendance-age students. Upon the fifth unexcused absence, the building principal or designee will schedule a conference with the student, the student's parents or legal guardians, and appropriate professional staff.

Potential consequences of failure to attend school will be addressed, including potential disciplinary or legal proceedings. Information will be sought from the student and from the parents or legal guardians regarding intervention strategies, including performance contracts, to improve school attendance. Further unexcused absences shall result in such action as may be deemed by the building principal to be in the best interests of improving the student's attendance.

If a student has five (5) or more unexcused absences in any one (1):

- semester course increment in grades 7-12
- per semester in grades K-6

The principal or designee will contact parents/guardians to schedule a mandatory intervention meeting. Each school will develop an action plan as soon as possible following the 5th unexcused absence for the class/es with the identified attendance concerns. Parents/guardians will have one (1) calendar week to arrange for the intervention meeting upon receipt of notification from the school. After reasonable attempts have been made to schedule the intervention meeting, the intervention meeting may be held without parent/guardian involvement.

Note:

1. School sponsored absences will not count against the student. EG: athletics, activities, field trips, academic competitions, performances, productions, etc.
2. Medical absences that are excused by a healthcare professional will not count against the student.
3. Student absences for organized sports and activities that are not offered by SSD#I will not count against the student if the student's grades satisfy the same eligibility criteria as any school sanctioned activity. Each principal or designee will identify the process for communicating, notifying and executing this category of absence.
4. In situations with extenuating circumstances, parents/guardians may petition the attendance official for additional excused absences.
5. 504 or IEP teams may consider exceptions to the policy. The plan for how exceptions apply must be incorporated into the individual student's plan.

The school will identify an intervention action team to guide the developed interventions for the student. The intervention team may include the principal or designee, counseling support staff, teacher, parent/guardian and the student.

If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued this will result in the following actions:

- The County Attorney's office shall be notified of the student's habitual truancy as required by Wyo. Stat. 21-4-107, to begin proceedings in the interest of the child under the Juvenile Court Act.
- If a student who has not attained their sixteenth birthday, or has not completed the tenth grade, has excessive absences and the attendance officer reasonably believes the excessive absences are due to the willful neglect of the parent or guardian, the attendance officer shall provide a written notice to the parent or guardian-specifying District and state compulsory attendance regulations. Pursuant to Wyoming Statute the attendance officer shall file a complaint against the parent or guardian with the proper legal authorities due to the willful neglect of the parent or guardian.
- In grades 9-12 a student with eight (8) unexcused absences will not earn credit in the course/s identified, unless the student qualifies for a credit appeal process as an additional intervention. The credit appeal process will encourage continued class attendance and creates an opportunity for the student to regain course credit. If the student does not qualify or chooses to not participate in the credit appeal process, the student will earn an 'F' for the letter grade and factored into the grade point average (GPA).

An 'I' (Incomplete) is recorded for the letter grade if a student qualifies for a credit appeal process. During the intervention window of the credit appeal process, the 'I' is not factored into the grade point average (GPA). At the completion of the credit appeal process window the 'I' is replaced with the corresponding letter grade that is earned. The final letter grade will be factored into the GPA.

Adopted: 1977

Revised : 09/12/07 01/10/97 6/23/03 3/8/04 1 2/10/07 07/17/19

LEGAL REFS.: Stat. § 21-4-102(a) and Wyo. Stat. § 21-4-301. Wyo.

Stat. § Wyo. Stat. § 21-4-105.

CROSS REFS.: JED, JEFB, Released Time for Religious Instruction

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JED

### ***Attendance Codes in PowerSchool***

P Present

E Verified Absence

- Parent/Guardian calls to excuse student within allotted time (48 hours); student checked out appropriately; and, attendance officer approves excuse.
- Limited to 5 per semester, after 5 will count towards unexcused totals.

#### T Tardy

- Shows up to class no later than 5 minutes after the starting of class bell rings.

#### L Late

- Shows up to class beyond 5 minutes but in class more than half the period.
- Counts towards total absences.

#### I. In-School Suspension

- ISS is a disciplinary action.

#### S. Out-of-School Suspension

- Assigned by the office as a result of a disciplinary action.

#### F. Faculty Absence

- Approved by an administrator with prior notice
- Absence is due to school activity with a school chaperone (sports, clubs, activities)
- Student meeting with an administrator, probation agent, or any other administratively approved individual
- Does not count towards excused or unexcused totals for the school or state as the student is present.

#### B. Homebound

#### J Confirmed Truancy

- Out of class without a hall pass
- Out of class for more than appropriate amount of time
- Did not attend class and in an unapproved
- Counts towards unexcused total for school and state.

*3-244 Daytime Curfew. (a) It is unlawful for any minor under the age of eighteen years, who is subject to compulsory education, to loiter, idle, wander, or be in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds, public places, public buildings, places of amusement and eating places, vacant lots or any unsupervised place during the hours of 8:00 a.m. and 2:30 p.m. on days when school is in session, this is not applicable to homeschool students.*

O Family emergency

- Verified family emergency such as death and medical emergency

M Medical excused absence

- Verified medical excuse
- Does not count towards excused or unexcused totals for school attendance policy, however does count towards absence totals with the state.

N Nurse

- Must sign in and sign out with the nurse.
- Nurse or Office will provide a note to the student
- Does not count towards excused or unexcused totals for school attendance policy, however does count towards absence totals with the state.

C Counselor Excused

- College Visit (pre-approved with counselor or administrator; required paperwork submitted upon return)
- Does not count towards excused or unexcused totals for the school or state as the student is present.

U Unexcused Absences

- Parent/Guardian did not verify absence within 48 hours of the student's return to school.
- Student left the building without checking out and /or the parent did not call to verify before the student checked out.

V Court Ordered Placement

- Per court order

Z. More than 5 excused absences

- "E" will show as "Z"
- Counts towards unexcused total.

P Prearranged non-school activity excuse

- Notice given at least prior to event
- Academic eligibility requirements met
- Proof of attendance after event
- Length of absence in line with location and times of event
- Will not count towards excused absence total.
- Student meets eligibility requirements.

***Pre-arranged non-school activity excusal. Parent must provide written request for absence at least 1 week prior to absence; academic eligibility requirements must be met, travel times must be reasonable based on competition time, location, and weather.***

**10 Day Drop from Enrollment**

**Any student that is absent for 10 consecutive school calendar days will be dropped from Sweetwater School District Number One as an active and enrolled student per Wyoming Chapter 8 School Finance Rules, Section 8(b)(ii).**

**Attendance Procedures**

Attendance has a direct relationship on student achievement, grades, and progress toward graduation from school. Because absences, trancies, and tardiness interfere with required class work, students cannot perform satisfactorily if they are not present. Nor can make-up work adequately substitute for the learning that occurs in class. Therefore, regular attendance and compliance with the attendance policy and regulations are necessary to ensure successful completion of the required credits for graduation from high school.

If your child is absent from school, a phone call is requested. If you do not call us, we will call you to ascertain the safety of your child. A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving school should be included. When possible, medical and dental appointments should be made outside of school hours. The parent, or authorized person, must report to the office and sign the student out.

The Board shall establish attendance areas for the various schools of the district. Students shall be expected to attend in the attendance area in which they live with such individual exceptions as may be made in the best interests of the student and/or school.

## **MAKE UP PROCEDURE**

1. A student will be allowed a minimum of the number of days missed plus one (1) day following a verified absence to make up all assignments. A project or test assigned prior to the student's absence will be due upon the end of the allotted make-up days unless other arrangements have been made with the classroom teacher.
2. Failure on the part of the student to complete the make-up work within the time allotted will result in a grade of zero (0) for the missed assignments, projects, tests or quizzes.
3. Students assigned out-of-school suspension will be expected to turn in all assignments and projects on the first day they return to class without penalty. Students will schedule makeup times for not previously assigned quizzes and tests with their teachers, within two (2) days of their return to school or at another agreed upon time.

## **Permission to Leave the Building**

A student may leave the building **after** a legal parent or guardian or administrator grants permission to the attendance secretary, and the student signs-out at the attendance desk **immediately** before leaving the building.

Remaining in the building after being signed out may result in a truancy. Leaving the building without legal parent or guardian, or administrator permission and not being signed out in the attendance office may result in a truancy. A student may not check out and go to another class, computer lab, library or other unauthorized area.

## **Hallways**

### **Hallway Restrictions**

Students who are placed on hallway restriction are not to be released from the classroom during instructional time for any reason unless staff escort them to their destination.

### **Students with a Reduced Classroom Schedule**

Those students with a reduced classroom schedule will not be allowed in the hallways during instructional time.



## **Hall Passes**

A student shall use the teacher ID card as a hall pass when leaving the classroom during the class period. The hall pass must be obtained from the student's classroom teacher. Exceptions may be approved for situations deemed emergency situations by the building administrator or designee. Any abuse of a hall pass may result in disciplinary action.

## **PERMISSION TO LEAVE SCHOOL GROUNDS**

All students must receive permission from legal parent/guardian or an administrator to leave school grounds. Students that have permission to leave the building must be checked out of the attendance office by legal parent/guardian or designee.

If he/she becomes ill at school, they need to get permission from their teacher to report to the office. The student will be dismissed only after a parent or other responsible adult has been notified.

No students are to leave the school grounds at noon or anytime during the day without special permission from the office.

## **BEHAVIOR AND DISCIPLINE**

### **CODE OF STUDENT CONDUCT**

Pursuant to the Wyoming Education Code and in accordance with the rules and regulations of the Wyoming Department of Education, the Board of Trustees of Sweetwater County School District Number One, State of Wyoming has adopted this Code of Student Conduct to enhance student learning, to assist in creating an orderly educational environment for the students and employees of the District, and to promote the ideals of citizenship and appropriate social interaction. In attempting to achieve these goals, the District shall focus on education, including incorporating age and grade appropriate instruction, teaching students their rights and responsibilities, and when necessary imposing appropriate disciplinary measures where it has been demonstrated that the student has failed to maintain the minimal behavior expectations stated in the Code of Student Conduct.

#### **I. EXPECTATIONS**

##### **A. Sweetwater County School District Number One:**

1. Students have the right to attend school in accordance with residence, age and other requirements established by law, conditioned on the student's compliance with all applicable District policies, procedures and practices.

2. The District endeavors to provide every student the opportunity to learn in a setting that supports each student's physical and emotional well-being.
3. The District strives to help students acquire the behaviors that are necessary for assuming the roles of responsible citizens, productive workers and conscientious neighbors.
4. The District recognizes that the creation of an atmosphere that models these civic values and the maintenance of such a safe and orderly environment requires preserving time to teach.
5. A student's right to attend school depends upon the student fulfilling individual responsibilities, including attendance and proper behavior in school. When a student fails, refuses, or neglects to fulfill responsibilities, the student's rights may be taken away, including the right to a public education.
6. No student will be excluded from school, except in accordance with applicable law and the requirements of the Code of Student Conduct and other applicable District policies.

**B. To these ends, Sweetwater School District Number One expects every student to:**

1. Read and follow this Code of Student Conduct.
2. Attend school regularly and make a conscientious effort in classroom work and participation.
3. Avoid any conduct, speech, or expression, in whatever form, including written, oral, or electronic communication, that materially and substantially interferes with the educational process.
4. Avoid any conduct, speech, or expression, in whatever form, including written, oral or electronic communication, that threatens immediate harm to the welfare of the school or community or to any individual.
5. Practice consideration for others and assist in maintaining a climate within the school that is conducive to wholesome learning and living.
6. Respect the individual rights of others.
7. Avoid speech or writing that constitutes libel, slander or defamation.
8. Respect the property of others, including students and school staff.
9. Volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
10. Cooperate with school staff in a respectful manner and assist school staff in operating a safe school environment.
11. Acknowledge and follow laws, policies, rules and procedures.
12. Contribute to a drug free school setting.
13. Refrain from participation in any illegal activities or encouraging unlawful activity.
14. Refrain from the use of foul, profane or abusive speech or writing, including lewd, vulgar, indecent or obscene content or

sexual innuendo, metaphor or simile.

15. Practice conflict resolution skills as an alternative to physical violence or the use of weapons.

## **II. CLASSROOM- AND BUILDING-LEVEL DISCIPLINE**

### **A. Classroom- and Building-Level Discipline: Grounds**

To establish a safe and orderly school setting that supports teaching and learning, the following behaviors shall constitute violations of the Code of Student Conduct:

1. Insubordination, including a student's overt refusal to obey the directive of a school authority.
2. Disobedience, including the intentional or repeated violation of school rules.
3. Other misconduct, including classroom, school or campus behavior that materially disrupts the classroom or involves substantial disorder or invasion of the rights of others.

### **B. Classroom- and Building-Level Consequences**

1. When a student displays such insubordination, disobedience or other misconduct, the teacher, administrator, or other District personnel may apply consequences outlined in an individual classroom discipline plan approved by a building principal or designated disciplinarian and/or shall apply building level consequences subject to the limits of the Code of Student Conduct.
2. When a student displays such insubordination, disobedience or other misconduct that places the student's or another student's educational success in jeopardy, the legal parent or guardian will be notified.
3. Consequences for students receiving services through state or federal programs, including IDEA (Individuals with Disabilities Education Act) and Section 504 of the Rehabilitation Act, will be assigned in compliance with all such program regulations.

## **III. ADMINISTRATIVE-LEVEL ACTION**

### **A. Suspension or Expulsion: Grounds (Wyo. Stat. § 21-4-306)**

The following behaviors and activities are prohibited in the interests of maintaining a safe and orderly school setting that supports teaching and learning. Any student who engages in any of these activities is subject to discipline, which may include suspension or expulsion. The Code of Student Conduct applies to any student who is on school property, who is in attendance at school or at a school sponsored activity, who is coming to or going from school or a school activity, or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the District or the safety, welfare, or rights of students, staff or school district officials. The following behaviors and activities constitute violations of the Code of Student Conduct and are grounds for suspension or expulsion:

1. Continued willful disobedience or open defiance of the authority of school personnel. Wyo. Stat. § 21-4-306(a)(i).
2. Willful destruction, damaging, or defacing of real or personal school property during the school year or any recess or vacation. Wyo. Stat. § 21-4-306(a)(ii).
3. Any behavior that in the judgment of the board of trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including, but not limited to:
  - a) defiance of the authority of a teacher, administrator, bus driver, or other school employee or official.
  - b) participating in any activity that interferes with or disrupts the educational process, including gang activity or association as defined in Policy JFCK.
  - c) the use of foul, profane or abusive speech or writing, including lewd, vulgar, indecent, or obscene content, sexual innuendo, metaphor, or simile, racial or ethnic slurs or epithets that are unwelcome or which are offensive, threatening or an affront to the sensibility of others.
  - d) habitually disruptive behavior, defined as overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on/in school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel. Wyo. Stat. §.21-4-306(a)(iii), (b).
  - e) possessing, using, being under the influence of, manufacturing, or distributing of tobacco products, alcohol, controlled substances, drugs, unauthorized medication, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on District property, in transit to or from school, at a District function, or while a participant in any activities sponsored, sanctioned or controlled by the District or the Wyoming High School Activities Association, whether on or off District property as further set out in Policy JFCI.
  - f) knowingly aiding, abetting or assisting another student in concealing the possession, use, influence, manufacturing, or distribution of any tobacco products, alcohol, controlled substances, drugs, unauthorized medication, look-alike drugs or drug related paraphernalia as defined in Policy JFCI.
  - g) stealing or attempting to steal convert, or conceal property of another or the District.
  - h) scholastic dishonesty which includes, but is not limited to, cheating on school assignments, falsifying school documents or records, plagiarism, and collusion. Cheating on a test includes copying from another's test, using material during a test

that is not authorized, collaborating with another student during a test without authority, knowingly using, buying, selling, or stealing, transporting or soliciting, in whole or in part, the contents of an unadministered test, substituting for another student or permitting another student to substitute for oneself to take a test, bribing or paying another person to obtain a test that is to be administered, or securing copies of a test or answers to the test in advance of the test. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit. Collusion means the unauthorized collaboration with another person in preparing work offered for credit.

- i) gambling.
- j) hazing, which means any conduct or method of initiation or association into any student team, class, program, club, organization, association, or activity, that willfully or recklessly endangers the physical or mental health of any student or other person. Examples include, but not limited to whipping, beating, exposure to weather, forced consumption of food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of the student or other person, or which subjects the student or other person to extreme mental distress, including extended deprivation of sleep, or rest or extended isolation.
- k) harassment, bullying, violence or threats of violence, as defined in District Policies JFCB, JFCL, or ACA or any state or federal law or regulation.
- l) physically assaulting or causing bodily injury to a District employee, visitor, or student, including nonconsensual touching, fighting, jostling, and /or horseplay.
- m) verbally assaulting or threatening a District employee, visitor or student.
- n) verbally abusing a District employee, administrator, visitor or student by name-calling, use of ethnic, racial, or gender slurs or derogatory statements addressed publicly to others, that may precipitate disruption of the educational environment, incite violence, or otherwise detract from the education mission of the District.
- o) making bomb threats, making terroristic threats, or making false fire or other emergency alarms.
- p) displaying profane or obscene gestures, wearing profane or obscene clothing or apparel, or violations of Student Dress Code as defined in Policy JFCA.
- q) lying or giving false information either verbally or in writing including knowingly making false statements or knowingly submitting false information during any grievance process, including, but not limited to Title IX.
- r) using, throwing, or threatening to use objects intended for other purposes to inflict bodily harm, damage property, or to intimidate as defined in Policy JFCJ.
- s) engaging in inappropriate sexual behavior, including sexual acts or contact, in the classroom, on school grounds, on/in school vehicles, or at school activities or events.
- t) leaving school property when not permitted to do so.
- u) failing to comply with lawful directives or policies issued by school staff or administrators and failing to comply with District policies, rules and regulations.
- v) violating District fundraising Policy IGDF.
- w) committing or attempting extortion, coercion, or blackmail seeking money or other objects of value from an unwilling

- person, or forcing an individual to act through the use of force or threat of force.
  - x) invasion of privacy of another or improper use of District or other technology resources as defined in Policy JFCM or Policy JFCN.
  - y) violation of any law, District Policy, Rule or Procedure, School Handbook, or Building rules or regulations.
4. Torturing, tormenting or abusing a pupil or in any way maltreating a pupil, or a teacher, with physical violence. Wyo. Stat. § 21-4-306.
  5. Torturing, tormenting, or abusing any person with physical violence.
  6. Possession, use, transfer, carrying or selling a deadly weapon as defined under Wyo. Stat. §6-1-104 within any school bus as defined by Wyo. Stat. § 31-7- 102(a)(xi) or within the boundaries of real property used by the District primarily for the education of students in grades kindergarten through twelve (12). Wyo. Stat. § 21-4-306(a)(v); Policy JFCJ. The Board of Trustees shall, subject to the case-by-case modification permitted by Wyo. Stat. § 21-4-306(d), require the Superintendent to expel from school for a period of one (1) year any student determined to violate Wyo. Stat. § 21-4-306(a)(v). Upon a violation of this Wyo. Stat. § 21-4-306(a)(v), and following the notice and hearing requirements of this policy and Wyo. Stat. § 21-4-305, the Superintendent shall notify the district attorney of the violation together with the specific act in violation of Wyo. Stat. § 21-4-306(a)(v) and the name of the student violating such section.

## **B. Investigation of Suspected Violations of the Code of Student Conduct**

### **1. Generally**

In cases of suspected violations of the Code of Student Conduct, the building principal, designee or administrative official shall conduct an investigation sufficient to make a determination whether the student violated any provisions of this Code, provided that the investigation complies with law and with the rules stated in this Code. Among the investigative techniques that are approved are: investigative interviews of involved parties and witnesses, meetings, securing written statements or affidavits, conferences, review of video footage or audio recordings, informal hearings, reasonable cause searches of students and their possessions, locker searches, use of trained dogs, use of undercover police, and the like. Student possessions, including cellular phones or computers, may be seized and held as evidence. Principals and administration may obtain the assistance of law enforcement officers, as needed. Parental presence or notice is not required prior to or during investigations.

## 2. Student Searches

Searches of students and their possessions are protected by the Fourth Amendment to the United States Constitution, which prohibits unreasonable searches and seizures. District staff may conduct a search of a student and his or her possessions where staff has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either law or this Code of Student Conduct or is in possession of contraband. The scope or extent of the search and the methods used for the search will reasonably relate to the objectives of the search and will not be excessively intrusive upon the privacy of the student in light of the age and sex of the student and the nature of the alleged infraction. Forms of searches known as “strip searches” are expressly prohibited. Prior to the search of the student’s possessions, the student will be notified and given an opportunity to be present. Where school authorities have a reasonable suspicion that the student’s possessions contain materials that pose a threat to the welfare and safety of the student or the school, student possessions may be searched without prior warning. Where law enforcement is involved, law enforcement officers may conduct a search upon probable cause. District officials and sworn law enforcement officers may conduct a search without reasonable suspicion or probable cause if the student voluntarily consents to the search. As a preventative measure, when the District has a compelling interest or special need that warrants, District officials may also conduct blanket searches.

## 3. Searches of Lockers

- a) Lockers are the sole and exclusive property of the school district and are subject to its complete control. Students have no absolute right to use lockers, but may do so only by permission of the school district.
- b) No student may place in or store in a locker any substance or object that is prohibited by law, school policies, handbooks, rules, or regulations, or that constitutes a threat to the health, safety or welfare of the occupants of the building or to the building itself.
- c) Lockers and their contents may be randomly and periodically inspected and searched by officers, agents and employees of the school district, and items may be seized and used as evidence against the student in disciplinary and other proceedings.
- d) Lockers are not places of privacy for the belongings of the student, and students shall have no basis to expect that their locker or the contents of their locker will be kept private or will not be opened, inspected and searched on whatever occasions or with whatever frequency the officers, agents and employees of the school district shall desire. The fact that student lockers have not been searched during a given semester, school year or other particular period of time does not suggest or mean that the lockers will not be searched during the next semester, school year or other particular period of time.
- e) Prior to a locker search, the student may be notified and given an opportunity to be present. Where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

## 4. Confidential Communications

- a) Use of a student’s confidential communications to school personnel in legal proceedings is governed by statutes and regulations

- appropriate to the proceeding.
- b) Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

#### 5. Safeguarding Physical Evidence

All physical evidence secured through any investigation or search will be handled by as few individuals as possible and properly documented. Proper documentation includes a description of how the school district obtained the evidence, the circumstances under which it was obtained, the individuals who were involved, and the listing of the chain of custody of the evidence. The evidence will be properly labeled and secured.

#### 6. Law Enforcement Involvement

- a) Suspected criminal acts shall be reported to the appropriate authorities.
- b) Except where the law provides otherwise, authorities are authorized to question the student during school hours under the provisions of District Policy JFG.
- c) As appropriate, possible evidence may be turned over to the authorities. The transfer shall be properly documented and an attempt will be made to obtain a receipt from the authorities.

### **IV. RESPONSES TO STUDENT VIOLATIONS OF THE CODE OF STUDENT CONDUCT**

#### 1. Generally

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of the school district, to provide just punishment, to afford adequate deterrence to future violations, to protect students from violations, and, when appropriate, to provide the student with needed educational programming. However, except for those matters referred to the school board for resolution by the administration, the determination of the level of discipline shall be made solely by the appropriate staff taking into consideration the above-stated purposes of discipline, the nature and extent of the harm done, the age and maturity of the child, the educational and disciplinary record of the child, the degree of culpability, and any mitigating or aggravating circumstances deemed relevant. Race, sex, national origin, creed, and socioeconomic status of the student shall not be considered in determining discipline.

#### 2. Uniformity and Disproportionality of Discipline

It is the goal of the District School Board of Trustees to have uniformity in the imposition of discipline by staff for similar conduct by similar offenders; but it is also the goal of the board to have proportionality in discipline through a system that imposes appropriately different



discipline for violations of different severity. There is a fundamental tension between these goals. Perfect uniformity destroys proportionality. Similarly, a disciplinary system tailored to fit every conceivable wrinkle will be unworkable. Therefore, in order to fulfill the twin goals of uniformity and proportionality, and to further the purposes of this Code, the following system is established noting levels of offenses and suggesting disciplinary responses. However, whenever appropriate to deviate from the guidelines in view of the relevant disciplinary factors being taken into account, the staff and board shall have that discretion.

### 3. General Levels of Offense.

- a) **Intensity Level One and Two Offenses** are minor misbehaviors on the part of the student that impede the orderly classroom environment or interferes with the orderly operation of school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Examples include, but are not limited to, classroom disturbances, classroom tardiness, lying, abusive language or gestures, and/or non-defiant failure to complete assignments or carry out directions.
- b) **Intensity Level Three Offenses** are misbehaviors whose frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of level one and two misbehaviors, may require the intervention of personnel on the administrative level because the execution of level one and two disciplinary/intervention options have failed to correct the situation. Also included in this level are misbehaviors that include acts directed against persons or property whose consequences do not seriously endanger the health and safety of others. Although these acts may be considered criminal, they can usually be handled by the disciplinary mechanism in school. Examples include, but are not limited to, continuation of unmodified level one and two misbehavior, defacing school property, abusive language or gestures, minor fighting, stealing, and cheating.
- c) **Intensity Level Four Offenses** include acts that result in violence to another's person or property or that pose a direct threat to the safety of others. These acts are usually criminal in nature and would result in the student's immediate removal from school and/or learning environment, the intervention of law enforcement authorities and the referral to an administrator. Examples of such conduct include, but are not limited to, unmodified level three misbehavior, extortion, bomb threats, possession/use/transfer of weapons, assault and battery, vandalism, arson, or criminal acts punishable under the crimes code

### 4. Available Disciplinary/Intervention Responses

The school district may impose, but are not limited to, the following kinds of discipline and/ or interventions in response to violations of the responsibilities, prohibitions and rules set forth in this Code:

- a) Classroom discipline;
- b) Verbal or written reprimand;
- c) Special assignment;
- d) Detention (parents will be notified before students are kept after school)
- e) Counseling;
- f) Strict supervised study;
- g) Behavior contract;

- h) Teacher or schedule change;
- i) Extra school;
- j) Student probation status under Policy.
- k) In-school suspension, including Friday and/or Saturday school;
- l) Out-of-school suspension;
- m) Expulsion;
- n) Assignment to an alternative placement and/or a student assistance program;
- o) Temporary, permanent, partial or total deprivation of one or more of the following or other privileges:
  - i. Participation in extracurricular activities, such as, but not limited to intramural or interscholastic sports and activities;
  - ii. Participation in graduation ceremonies, or any part of the same;
  - iii. Participation in student government or the affairs of same;
  - iv. Participation in student plays;
  - v. Attendance on school trips; and/or
  - vi. Bus riding privileges.

## 5. Prohibited Discipline

- a) Corporal punishment. Corporal punishment shall not be used as a disciplinary measure. Policy JGA.
- b) The use of reasonable force, as set forth in Policy GBED, is permissible only under the following circumstances:
  - i. For the purpose of self-defense.
  - ii. To prevent physical injury to a student or any other person.
  - iii. To restrain temporarily or remove a student or any other person whose behavior is disrupting the orderly exercise and performance of school district functions, and who refuses, upon request, to refrain from doing so.

## 6. Student Disciplinary Response Structure

Except as otherwise stated in this Code, or where circumstances justify deviation from the following principles, the student disciplinary response structure is governed according to the following:

- a. Purpose.  
Effective instruction in school requires a safe and orderly learning environment. It is the inherent responsibility of all members of the professional staff to contribute to the establishment and maintenance of such an environment. This environment requires that students maintain behavior that is free from risks to themselves and others, is free from activities that detract from their own or other student's learning, is respectful of property and contributes to their own learning.
- b. Methods.

The achievement of this safe and orderly environment is the direct result of clear statements, modeling, and teaching of specific expectations, and the consistent monitoring of student behaviors and application of intervention strategies.

- c. Interventions (professional responses to inappropriate behaviors).  
Actions should be designed to motivate children to return to appropriate behaviors. They should be administered in a timely manner, with the least disruption of the student's educational program necessary to re-establish appropriate behavior. They must match both the degree of the infraction and the developmental growth stage of the child.
- d. Examples of Tier 1 or 2 interventions that may be applied to minor disruptions include, but are not limited to: Clarification of expectations;
  - i. Parental contact;
  - ii. Verbal reprimand;
  - iii. Time-out;
  - iv. Student-teacher conference;
  - v. Change of position of desk, in line, etc.;
  - vi. Isolation within room;
  - vii. Modelled practice, watching or practicing proper behavior;
  - viii. Behavior correction assignment (related directly to rule infraction and desire modification); and/or
  - ix. Removal of privileges.
- e. Examples of Tier 2 or 3 interventions that may be applied to continued unmodified minor disruptions and behaviors that impact negatively on the learning, safety or property of others include, but are not limited to:
  - i. Referral to counselor;
  - ii. Behavior modification plan;
  - iii. Parental contact;
  - iv. Home/school plan;
  - v. Detention (parents will be notified before students are kept after school);
  - vi. ISS, OSS, Friday or Saturday School);
  - vii. Removal from classroom, subject to Policy GBEE, Seclusion and Restraint in Schools;
  - viii. Referral to principal;
  - ix. Referral to outside support agency;
  - x. Repair, clean or replace property; and or
  - xi. Subject to Policy GBEE, Seclusion and Restraint in Schools, and Policy GBED, Use of Force, personal physical intervention(physically stopping a behavior), restraint (physically preventing a behavior) or removal may be exercised by appropriately- trained professional employees.

- f. Tier 4 interventions that may be applied to continued unmodified or extreme learning disruptions, safety violations, property violations or dangerous acts include, but are not limited to:
  - i. In-school suspension;
  - ii. Out-of-school suspension;
  - iii. Assignment to an alternative placement and/or a student assistance program;
  - iv. Temporary, permanent, partial or total deprivation of one or more of the following or other privileges:
    - a. Participation in extracurricular activities, such as, but not limited to intramural or interscholastic sports and activities;
    - b. Participation in graduation ceremonies, or any part of the same;
    - c. Participation in student government or the affairs of same;
    - d. Participation in student plays;
    - e. Attendance on school trips; and/or
    - f. Bus riding privileges.
  - v. Recommendation for Expulsion;

## 7. Additional Consequences.

- a. The privilege to participate in extracurricular activities and interscholastic athletics is reserved for those students who are making satisfactory progress in their academic subjects and are showing proper respect for school rules and regulations. This privilege may be denied for the following reasons:
  - i. Any serious violation of school rules, District policies, or State or Federal law as determined by the building principal or designee.
  - ii. Failure to meet applicable curriculum requirements.
- b. A student declared ineligible for academic reasons or violations of the Code of Student Conduct may be excluded from practice and participation in all activities and athletics until the deficiency has been removed. Eligibility shall be cumulative from the beginning of a grading period and be reported on a weekly basis.
- c. Students who are absent from school may not participate in practices for extracurricular activities or athletics on the same date as the absence, unless with prior approval it is medically excused or there is an extenuating circumstance.
- d. On the date of an extracurricular activity or athletic event, a student must attend all of their registered classes to be eligible to participate in an event unless with prior approval it is medically excused or there is an extenuating circumstance.
- e. Suspension (either in-school or out-of-school) from school will include suspension from school-sponsored activities that occur during the time of suspension and may include the suspension of the privilege to participate in school-sponsored activities/athletics according

to secondary activities/athletic handbook guidelines or established elementary school guidelines, in accordance with this Code of Student Conduct.

- f. Any pupil involved in an act of misconduct on a school bus under the Code of Student Conduct or which is detrimental to the health or safety of other pupils, bus driver, vehicle, or persons outside the school bus may have their bus riding privileges suspended, or be removed permanently from the privilege of riding a school bus.
- g. Special education students, as defined under federal and state law and students with disabilities as defined in the Individuals with Disabilities Education Act (IDEA) or Section 504 are clothed with substantive and procedural rights which may restrict or prohibit the District from implementing some or all of the disciplinary responses described in this Code of Student Conduct or through the procedures set forth in this Code. Staff is prohibited from making any change with respect to or imposing any discipline upon any handicapped or disabled student which would constitute a change of placement or a violation of the child's Individualized Education Plan (IEP) or 504 Plan without first satisfying the procedural and substantive prerequisites established by or pursuant to federal and state law.
- h. In addition to school consequences, students may also be subject to consequences of local, state and federal law.
- i. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 USCA § 1243g), disciplinary records pertaining to suspension or expulsion of students from school shall be transferred, along with other educational records, to any private or public elementary school or secondary school for any student seeking to or intending to enroll in the school.

#### **V. PROBATION OF STUDENTS (Elementary and Secondary)**

The principal or designee may, at their discretion, place a student on probationary status in lieu of suspension. The intent of probation is to provide the student with an opportunity to continue to attend school and allow the student a period to appropriately adjust their behavior.

The length of the probationary period will not be less than 10 school days nor more than one calendar month. A student on probation may not be permitted to attend or participate in activities before or after school.

In all cases of probation parental notification will be required. The student's failure to appropriately adjust their behavior during the period of probation will result in suspension or other appropriate consequences.

#### **VI. PROCEDURES FOR SUSPENSION OR EXPULSION (Wyo. Stat. § 21-4-305)**

##### **A. Generally.**

1. Authority. A principal or other board-designated disciplinarian may suspend or expel a student subject to the requirements to provide notice and an opportunity to be heard as set forth herein. Wyo. Stat. § 21-4-305(a).
2. In School Suspensions. In-school suspensions may be imposed only by the building principal or other board-designated

disciplinarian, members of the administration, or the school board. All other staff are prohibited from imposing an in-school suspension of any child or excluding any child from school.

3. **Out-of-School Suspension.** Out-of-school suspensions may be imposed only by the building principal or other board-designated disciplinarian, members of the administration or school board. All other staff are prohibited from suspending any student or excluding any student from school. Out-of-school suspensions may not be made to run consecutively beyond ten (10) days. Students have the responsibility to make up examinations and work missed while being disciplined by way of out-of-school suspension and shall be permitted to complete their assignments in compliance with administrative practice.
4. **Expulsion.** Only the Board of Trustees is permitted to expel a student for more than ten (10) days. Expulsion is exclusion from school for a period exceeding ten (10) days up to one calendar year.
5. **Notice.** No student shall be suspended or expelled from school without notice. To provide notice, the disciplinarian shall:
  - a) Give the student to be suspended or expelled oral or written notice of the charges against him and an explanation of the evidence. Wyo. Stat. § 21-4-305(b)(i).
  - b) In good faith, attempt to notify the student's parents, guardians or custodians within twenty-four (24) hours of the student's suspension or expulsion and the reasons for the suspension or expulsion, using contact information on record with the school or district. The disciplinarian shall keep record of the efforts to provide notice and whether notice was provided successfully. Wyo. Stat. § 21-4-305(b)(ii).
6. **Opportunity to Be Heard / Hearings.**

The District must also provide a student to be suspended or expelled an opportunity to be heard and to present his version of the charges against him. Wyo. Stat. § 21-4-305(b)(iii). An opportunity to be heard does not require a formal hearing in accordance with the provisions of the Wyoming Administrative Procedure Act, except as provided in subsection (b) below. Wyo. Stat. § 21-4-305(g).

To provide an opportunity to be heard, the disciplinarian shall give every student to be suspended or expelled the opportunity to be heard as soon as practicable after the misconduct, and in accordance with the following, unless a student requests an extension of time and the board of trustees or the disciplinarian designee approves the extension.

- A. Suspension for 10 Days or Less:** For a suspension of ten (10) school days or less, a student shall be provided an opportunity to be heard before the student is removed. Wyo. Stat. § 21-4-305(c)(i). For a suspension of ten (10) school days or less, an "opportunity to be heard" means at a minimum, a meeting in which the disciplinarian or his designee provides the substantive information regarding the suspension or expulsion to the student to be suspended or expelled, and the student may dispute the substantive information provided. Wyo. Stat. § 21-4- 305(g).

- i. *Cause for Immediate Removal:* If the student's presence endangers persons or property, or threatens disruption of the academic process, his immediate removal from school may be justified. In that case, an opportunity to be heard shall follow as soon as practicable, but no later than seventy-two (72) hours after his removal, not counting Saturdays and Sundays. Wyo. Stat. § 21-4-305(c)(i).
- B. **Suspension or Expulsion Longer Than 10 Days:** For a suspension or expulsion longer than ten (10) school days, a hearing shall be held in accordance with the Wyoming Administrative Procedure Act. Unless the student requests an extension and the board or disciplinarian approves an extension, the hearing shall be held within ten (10) business days, or as soon thereafter as is reasonably practicable, after the suspension or expulsion is recommended. The student's suspension shall continue until the hearing is held. Wyo. Stat. § 21-4-305(c)(ii).
- C. **Prior to an Expulsion Hearing.** During the period prior to the hearing and decision of the Board of Trustees in a suspension or expulsion case longer than ten (10) school days, the student shall be placed in out-of- school suspension imposed in accordance with this Code of Student Conduct. The student's suspension shall continue until the hearing is held. Wyo. Stat. § 21-4-305(c)(ii).

**B. Guidelines for Determining the Length of Suspension or Expulsion:**

- 1. The determination of the length of suspension will include, but not be limited to, the following factors:
  - a) The extent to which the violation interferes with other student's opportunity to learn.
  - b) The extent to which the violation jeopardizes a safe and orderly environment, placing others at physical or emotional risk.
  - c) The extent to which the violation interferes with any personnel's performance of duty and the frequency or reoccurrence of the behavior.
- 2. **Case-by-Case Modification under Wyo. Stat. § 21-4-306(d):** The Superintendent, with the approval of the Board of Trustees may modify the period of any expulsion on a case-by-case basis based upon the circumstances of the violation.
- 3. **Consequences for students receiving services through state or federal programs, including IDEA and Section 504 of the Rehabilitation Act,** will be assigned in compliance with all such program regulations.

## **V. NOTICE AND IMPLEMENTATION**

In accordance with Wyoming Statutes and Local Board Policy, the Code of Student Conduct will be implemented by:

1. Communication of the Code of Student Conduct to students and parents/guardians through its publication in each school's handbook and publication on District websites. All students and parents are expected to be knowledgeable of and follow the guidelines in this Code of Student Conduct.
2. Enforcement of student expectations through the application of consequences as outlined in state statutes and Board policy.

Staff development designed to and support the Code of Student Conduct-for teachers, administrators and other district personnel.

Sweetwater School District Number One  
Policy File: JFC

Adopted: 3/9/1998

Revised: 6/14/2010; 1/28/2010; 5/12/2015; 7/15/2020; 5/9/2022

### **STUDENT CONDUCT** **(At-School Activities and on School-Sponsored Trips)**

The following rules of conduct apply to all students participating in school-sponsored trips:

1. Tobacco product, alcohol and/or drug use is prohibited. Students are required to abide by Policy File JFCI on Tobacco, Alcohol and Drug Abuse.
2. Gambling is not permitted.
3. Offensive or vulgar language will not be tolerated.
4. Public display of affection is not permitted.
5. Theft is not permitted.
6. Vandalism will not be tolerated.



7. Insubordination will not be tolerated.
8. The student dress code for regular school attendance must be followed unless changes have been authorized by the school administration and sponsors of the trip.
9. Students will not be allowed to drive or use private vehicles going to or returning from the site of an out of town activity. School vehicles are only to be used.
10. At no time will students be permitted to ride in private cars while in the town where the activity is taking place.
11. Sponsors/coaches are in charge at all times and their instructions must be followed by all students.
12. Should any problems arise, at any time, parent notification shall be mandatory and appropriate action taken. This may include parents being required to pick up their student at their expense.
13. All sponsors/coaches will carry Emergency Medical releases with pertinent emergency information – at all times.

Issued prior to 1977

*Revised: 01/08/97; 05/12/14; 05/09/2022*

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFC-R

### **Dangerous Weapons in School**

Possession, use, transfer, carrying or selling of a weapon during any school-sponsored activity, on any school bus, or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) may subject offenders to disciplinary action, and referral for civil and/or criminal prosecution. Section 1. Definitions.

- a. "Campus" means within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12).
- b. "Carrying" means to have, bear or transport upon or about one's person.
- c. "Possession" means having control or custody over a weapon with the intent to have and to exercise control. Possession may be sole, one person alone, or joint, two or more persons.
- d. "School Sponsored Activity" means any competition, concert, event, gathering, tournament or travel occurring under the sponsorship of a school, school district, activities association or other entity in which participation of students from Sweetwater County School District

Number One, State of Wyoming is sanctioned, approved or mandated by Sweetwater County School District Number One, State of Wyoming or its administration.

e. "Selling" means to give up or exchange goods for money, services or other goods.

f. "Transfer" means the sale, gift and every other method, direct or indirect, of parting with property or the possession of property, voluntarily or involuntarily.

g. "Use" or "using" means inflicting any physical injury with a "weapon", threatening physical injury on another person with a "weapon" or displaying a weapon for purposes of intimidation.

h. "Weapons" means the following instruments, implements or items:

I. Type 1: Firearms (as defined 18 U.S.C.A. §921).

II. Type 2: Instruments, implements or articles other than firearms used or designed to be used to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to: hunting knives, switchblade knives, butterfly knives, clubs, stars, knuckles, and similar items.

III. Type 3: Instruments, implements, or articles used or designed to be used for other purposes but which are used or threatened to be used to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to: belts, combs, pencils, files, compasses, scissors, jewelry and similar items.

IV. Type 4: Instruments, implements or articles used or designed to be used as pocket knives. Examples include but are not limited to: single or multiple blade units designed to be carried in a pocket or sheath generally having blade lengths of three and one-half inches or less which fold into a blade receptacle.

V. Type 5: Instruments, implements, or articles used or designed to be used as toys or replicas of Type 1 or Type 2 weapons and pocket knives are prohibited unless authorized by the Building Principal. File: JFCJ

## Section 2. Offenses.

a. Possession, use, transfer, carrying or selling of a weapon during any school- sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) is prohibited.

## Section 3. Penalty.

a. A student who violates Section 2 by possessing, using, transferring, carrying or selling a Type 1 weapon on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be expelled from school for not less than one (1) year except that the Superintendent of Schools may modify the expulsion requirement on a case-by-case basis.

b. A student who violates Section 2 by possessing, using, transferring, carrying or selling a Type 2 weapon on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be suspended from school for not less than five (5) days and may receive additional disciplinary action up to and including expulsion from school for up to one (1) year.

c. A student who violates Section 2 by using or threatening to use a Type 3 weapon during any school-sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be suspended from school for not less than three (3) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year.

- d. A student who violates Section 2 by using or threatening to use a Type 4 weapon during any school-sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be suspended from school for not less than three (3) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year.
- e. A student who violates Section 2 by possessing, transferring, carrying or selling a Type 4 weapon during any school-sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be disciplined at the discretion of the building principal.
- f. A student who violates Section 2 by possessing, using, transferring, carrying or selling a Type 5 weapon during any school sponsored activity, on any school bus or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12) shall be disciplined at the discretion of the building principal.
- g. Principals or other school officials may confiscate any weapon found: on the person of any student; on any school bus; or within the boundaries of any real property used by the District primarily for the education of students in grades kindergarten through twelve (12). Confiscated weapons will be surrendered to law enforcement agencies upon request of the agency for use in prosecution or for destruction. Otherwise, confiscated weapons may be released to parents or legal guardians upon completion of any related disciplinary action or prosecution.
- h. The school district may provide information regarding violations of this policy to law enforcement agencies for prosecution by the criminal justice or juvenile justice system.

Adopted: 1/23/1995

Revised: 2/27/1995; 10/23/1995; 3/19/1997; 6/1/2000

Sweetwater County School District Number  
State of Wyoming Board Policy JFCJ

### **Gang Activity or Association**

- I. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the students shall not:
  - A. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
  - B. Present a physical safety hazard to self, students, staff, and other employees;
  - C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
  - D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.
- II. Gang-related clothing or styles of grooming, may vary from school to school, and may change from year to year. Therefore, it may be necessary, at some point in time, to prohibit the wearing of certain items of apparel and certain styles of grooming not limited to specific hair styles, colors, logos, manufacturer brand names, etc. The purpose of prohibiting these items of apparel or styles of grooming is to prevent identifying students as gang members and to prevent non-gang members from being mistakenly victimized.

III. If the student's behavior or other attribute is in violation of these provisions, the principal or designee shall request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action.

Adopted: 08/27/1994

Revised 03/19/1997

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFCK

### **Harassment / Bullying Policy**

#### **POLICIES PROHIBITING HARASSMENT, BULLYING AND VIOLENCE** **Student Harassment and Violence Policy**

##### **GENERAL STATEMENT OF POLICY**

It is the policy of Sweetwater County School District Number One, State of Wyoming (the "District") to maintain an educational environment free of violence of any kind, and free from harassment based upon another individual's sex, sexual orientation, marital status, race, religion, national origin, or disability. The District prohibits such harassment as unlawful discrimination.

It shall be a violation of this policy for any student to harass another student or school personnel through acts of violence or harassment based upon another individual's sex, sexual orientation, marital status, race, religion, national origin, or disability as defined by this policy for purposes of this policy, "school personnel" includes members of the Board of Trustees, teacher, administrator, or other school employees, contractors, agents, volunteers, or persons subject to the supervision and control of the District).

It shall be a violation of this policy for any student to intentionally inflict, threaten to inflict, or attempt to inflict violence upon any other student or school personnel.

The District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence as stated above, and to discipline or take appropriate action against any student found to have violated this policy. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, and/or remediation.

## HARASSMENT DEFINED

A. Sexual Harassment: Sexual harassment is unsolicited, nonreciprocal behavior which consists of unwelcomed or unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which is offensive or objectionable to the recipient when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or maintaining employment, social or other status, or of obtaining an education; or
2. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or of obtaining an education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

1. Unwelcome verbal or written harassment or abuse including sexually suggestive or derogatory communications;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, hugging or other physical contact;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment, social, or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment social, or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender, gender identity, sexual orientation or marital status.

B. Racial Harassment: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

C. Religious Harassment: Religious harassment consists of physical or verbal conduct which is related to an individual's religion or lack of religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

D. National Origin Harassment: National or vergalOri in harassment consists of physical conduct relating to an individual's national origin when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

E. Disability Harassment: Disability harassment consists of physical or verbal conduct relating to an individual's physical or mental disability when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

#### VIOLENCE DEFINED

Violence: The intentional use of physical force or power, threatened or actual, against another person, or a group or community, which either results in or has a high likelihood of resulting in injury, death, or psychological harm. Per this policy violence includes, but is not limited to the defined terms below.

A. Assault is:

- a. An act done with intent to cause fear in another of immediate bodily harm or death;
- b. An attempt to inflict bodily harm upon another; or
- c. The threat to do bodily harm to another with present ability to carry out the threat.

B. Battery is: The intentional infliction of bodily harm upon another.

C. Property destruction: The intentional destruction, defacement or injury to property of another, or the District, without the owner's consent.

D. Disability is: Disability means any physical or mental impairment that substantially limits a major life activity. Individuals may be deemed disabled if they have serious difficulty walking, seeing, hearing, breathing, learning, speaking, doing manual tasks, sitting, standing, lifting, reaching or are suffering from certain disabling illnesses.

E. Sexual Violence: Any unwanted, intentional, intentionally causing the person's intimate parts to be touched by a person. Touching of intimate parts, for purposes of this policy, may occur over or under a person's clothing, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

F. Sexual Orientation Violence: Sexual orientation violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, gender, gender identity, sexual orientation or marital status.

G. Racial Violence: Racial violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, race.

H. Religious Violence: Religious violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, religion.

I. National Origin Violence: National Origin violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, national origin.

J. Disability Violence: Disability violence is a physical act or the threat thereof upon another because of, or in a manner reasonably related to, physical or mental disability.

## REPORTING PROCEDURES

The District will promptly and reasonably investigate all reports and complaints, either formally or informally of harassment and/or violence in violation of this policy.

An individual who knows or believes a student has been the victim of harassment and/or violence under this policy should report the alleged acts immediately. The District encourages the reporting party or complainant to submit the complaint in written form, however, verbal, anonymous, or other informal reports shall be considered complaints and investigated as well.

Nothing in this policy shall prevent any person from reporting harassment and/or violence directly to the District Human Resource Director or to the Superintendent.

- A. The building principal(s) of the student(s) being experiencing harassment and/or violence or participating in the harassment and/or violence is the official designated to receive a report of harassment and/or violence.
- B. Upon receipt of a report, the building principal(s) shall notify the District Human Resource Director or the Superintendent within 2 working days. The principal may request the reporting party or complainant to prepare a written statement. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Resources Director or the Superintendent. If the report was not given in written form, the principal shall personally reduce it to written form within twenty-four (24) hours, or within a reasonable time thereafter if extended for good cause, and forward it to the Human Resources Director or the Superintendent.
- C. The Board of Trustees hereby designates the District Human Resources Director to receive reports or complaints of harassment and/or violence under this policy.
- D. Submission of a good faith complaint or report of harassment and/or violence shall not affect the reporter or complainant's grades, result in discipline or have any other negative consequences by the District.
- E. False reporting of harassment and/or violence, done with malicious intent, is a violation of this policy and may include disciplinary action that is not limited to: warning, suspension, exclusion, expulsion, transfer, and/or remediation.

## INVESTIGATION

By authority of the Board of Trustees, the Human Resource Director or Superintendent, upon receipt of a report or complaint alleging harassment and/or violence under this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by the building principal(s), a designated investigator of the District, other designated District officials, or a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also utilize other methods of investigation or resources deemed pertinent by the investigator, and documents deemed pertinent by the investigator.

In determining whether the alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on the relevant facts and surrounding circumstances.

The District may take immediate steps to protect the complainant, students, or school personnel pending completion of an investigation of harassment and/or violence.

In the event a student involved in a substantiated harassment and/or violence incident (whether experiencing harassment and/or violence or participating in the harassment and/or violence) has an Individualized Education Plan (IEP) or a 504 plan, steps taken will include a review of the student's individualized plan to ensure that the student is not denied a free appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA)-or Americans with Disabilities Act (ADA).

## RETALIATORY CONDUCT

The District will discipline or take other appropriate action against any student, or school personnel who retaliates against any person who reports alleged harassment and/or violence, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment and/or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment and/or violence or bullying.

## DISSEMINATION OF POLICY

This policy shall be available on the District website and posted within each District building.

This policy shall appear in the student handbooks.

The District will inform students and staff members of this policy.

## OTHER

Under certain circumstances, alleged harassment and/or violence under this policy may also constitute reportable abuse under Wyoming law. Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged harassment and/or violence.

LEGAL REFERENCES: Civil Rights Act of 1964 (Titles IV, VI, VII)



Americans with Disabilities Act (ADA) Equal Pay Act  
Rehabilitation Act of 1973 (Section 504)  
Immigration Reform and Control Act  
Individuals with Disabilities Education Act (IDEA)  
Education Amendments of 1972 (Title IX)  
Adopted: 6-28-93  
Revised: 12-13-95; 1-8-97; 5-27-02; 12-14-09; 6-10-19

Sweetwater County School District Number One  
State of Wyoming  
Board Policy JFCB

### Student Bullying Policy

#### GENERAL STATEMENT OF POLICY

It is the policy of the Sweetwater County School District Number One, State of Wyoming ("the District") that all students have a right to a safe and healthy school environment. Bullying of any type does not allow students to learn at the best of their ability, and has no place in a school setting. The District will endeavor to maintain a learning environment free of bullying and one that promotes mutual respect, tolerance and acceptance. The District will not condone behavior that infringes on the safety or emotional well-being of any student.

It shall be a violation of this policy for any student to take part in bullying or cyberbullying of any person(s) if such takes place on school property, at a location that is part of a school-sponsored activity or transportation, or any other location if such bullying affects said person(s) in the school environment.

The District will act to investigate all reports and complaints, either formally or informally made in violation of this policy. Upon receipt of a complaint or report, the District will take appropriate action as determined by the responsible supervisory personnel. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, or remediation.

#### DEFINITIONS

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:

- A. Harming a staff or student physically or emotionally, damaging a staff or student's property, or placing a staff or student in reasonable fear of personal harm or property damage;
- B. Insulting or demeaning a staff, student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
- C. Creating an intimidating, threatening, or abusive educational environment for staff, students, or group of students through sufficiently severe, persistent, or pervasive behavior.

\* School 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 responsibility for the child.

Cyberbullying - bullying that takes place over digital devices such as cell phones, computers, and tablets; such communication occurs through email, chat rooms, instant messaging, website interaction, text messaging, gaming, social media, cell phone, or any other internet or electronic means. Cyberbullying includes, but is not limited to sending, posting, or sharing derogatory, harmful, or false content about someone else. While bullying typically involves repeated behavior, cyberbullying may involve one electronic or social media posting, if such does or can reasonably be expected to result in the involvement of multiple other persons. This may include sharing personal or private information about someone else causing embarrassment or humiliation.

\*Use of the term "bullying" as used in this policy includes both bullying and cyberbullying.

## **REPORTING PROCEDURES**

The District will promptly and reasonably investigate all reports and complaints, either formally or informally made, of bullying in violation of this policy.

An individual who knows or believes a student has been the victim of bullying under this policy should report the alleged acts immediately. The District encourages the reporting party or complainant to submit the complaint in written form, however, verbal, anonymous, or other informal reports shall be considered complaints and investigated as well. Complaints based solely on an anonymous complaint will not result in discipline, if no other corroborating evidence is found. Nothing in this policy shall prevent any person from reporting bullying directly to the District Human Resource Director or to the Superintendent.

- A. The building principal(s) of the student(s) being bullied or participating in the bullying is the official designated to receive a report of bullying.
- B. Upon receipt of a report, the building principal(s) shall notify the District Human Resource Director or the Superintendent. The principal may request the reporting party or complainant to prepare a written statement. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Resources Director or the Superintendent. If the report was not given in written form, the principal shall personally reduce it to written form within twenty-four (24) hours, or within a reasonable time thereafter if extended for good cause, and forward it to the Human Resources Director or the Superintendent.
- C. The Board of Trustees hereby designates the District Human Resources Director to receive reports or complaints of bullying under this policy.
- D. Submission of a good faith complaint or report of bullying shall not affect the reporter or complainant's grades, result in discipline or have any other negative consequences by the District.
- J. False reporting of bullying, done with malicious intent, is a violation of this policy and may result in discipline up to and including suspension and expulsion.

## **INVESTIGATION**

By authority of the Board of Trustees, the Human Resource Director or Superintendent, upon receipt of a report or complaint alleging bullying under this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by the building principal(s), a designated investigator of the District, other designated District officials, or a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also utilize other methods of investigation or resources deemed pertinent by the investigator, and documents deemed pertinent by the investigator.

In determining whether the alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on the relevant facts and surrounding circumstances.

The District may take immediate steps to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of bullying.

In the event a student involved in a substantiated bullying incident (whether being bullied or participating in the bullying) has an Individualized Education Plan (IEP) or a 504 plan, the person responsible for the IEP or 504 will be directed by the building principal or designee to review the plan to ensure that the student is not denied a free appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA) or Americans with Disabilities Act (ADA).

## **RETALIATORY CONDUCT**

The District will discipline or take other appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged bullying, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment and/or violence or bullying.

## **DISSEMINATION OF POLICY**

This policy shall be available on the District website and posted within each District building.

This policy shall appear in the student handbooks.

The District will inform students and staff members of this policy.

## **OTHER**

Under certain circumstances, alleged bullying under this policy may also constitute reportable abuse under Wyoming law.

Nothing in this policy will prohibit the District from taking immediate action to protect victims of alleged bullying.

LEGAL REFERENCES: Civil Rights Act of 1964 (Titles IV, VI, VII)

Americans with Disabilities Act (ADA)

Equal Pay Act

Rehabilitation Act of 1973 (Section 504)  
Immigration Reform and Control Act  
Individuals with Disabilities Education Act (IDEA) Education Amendments of 1972 (Title IX)  
Adopted: 6-28-93  
Revised: 12-13-95; 1-8-97; 5-27-02; 12-14-09; 6-10-19

Sweetwater County School District Number One  
State of Wyoming Board Policy JFCL

**Tobacco Alcohol and Drug Abuse**  
**Tobacco, Alcohol, and Drug Abuse Education Intervention**

**I. GENERAL STATEMENT OF POLICY**

Tobacco, alcohol and drug abuse are serious problems in society, and schools are not immune to these problems. It is statistically predictable, and it is within the experience of Sweetwater County School District Number One, State of Wyoming ("the District"), that some students have used tobacco products or alcohol illegally or used controlled substances such as marijuana, look-alike drugs or other drugs or may do so during their school years. Also, some students may be tempted to experiment with or use so-called "performance enhancing" controlled substances, such as steroids, in misguided attempts to increase strength or endurance. The District recognizes the adverse effects that use of such illegal or controlled substances may have on individual, academic success and in the development and maintenance of good mental and physical health. For the safety and best interests of the students of Sweetwater County School District Number One, State of Wyoming and to promote a tobacco-free, alcohol-free and drug-free school environment, the Board of Trustees adopts this policy to emphasize rehabilitation when violations are determined to have occurred. The purposes of this policy are to prevent use of illegal or controlled substances such as tobacco products, alcohol or drugs, to educate students to the serious physical, mental and emotional harm caused by use of illegal or controlled substances and to prevent further injury, illness and harm as a result of use of illegal or controlled substances.

**II. ILLEGAL OR CONTROLLED SUBSTANCES DEFINED**

- A. "Alcohol" means any alcoholic liquor or malt beverage, including, but not limited to, liquor, wine, spirits, fermented beverages, beer or brewed beverages containing alcohol. Wyo. Stat. § 12-1101 (a) 12-1-101 & 12-1-101
- B. "Controlled substances" means (a) a controlled substance as defined by state and/or federal law, including substances identified in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C.A. 812 and Wyo. Stat. § 35-7-1014-1022 (b) a look-alike drug or (c) drug also known as a "designer drug".
- C. "Drug" also known as a "designer drug" means a substance not identified in state or federal law as a controlled substance that has a chemical structure similar to that of a controlled substance which produces an effect substantially similar to that of a controlled substance.

- D. "Drug-related paraphernalia" includes any utensil or item, which in the judgment of the District, can be associated with the possession, use, manufacture or distribution of a controlled substance, including, but not limited to, roach clips, pipes, bowls and spoons.
- E. "Electronic cigarette" means a product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, that can be used to deliver doses of nicotine vapor by means of heating a liquid nicotine solution contained in a cartridge or other delivery system. Wyo. Stat. § 14-3-301.
- F. "Look-alike drug" means any substance not identified in state or federal law as a controlled substance that (a) has a stimulant or depressant affect on humans, other than a prescription drug, which substantially resembles a specific controlled substance, or (b) is or has been represented to be a controlled substance, or stimulant or depressant.
- G. "Tobacco products" means any substance containing tobacco products, leaf, or any product made or derived from tobacco products that contain nicotine, including, but not limited to, cigarettes, electronic cigarettes, cigars, pipe tobacco products, snuff, chewing tobacco products or dipping tobacco products. Wyo. Stat. § 14-3-301.
- H. "Unauthorized medications" means any capsules, pills, syrups or other form of medication not registered with the school nurse and documented in the student's health record and given in accord with Policy File JHCD for the administration of medication to students.

### III. PROHIBITED CONDUCT

- A. A student is prohibited from being under the influence of alcohol, controlled substances, drugs, unauthorized medications or look-alike drugs while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property.
- B. A student who violates Policy File JFC by possessing, using, manufacturing, or distributing of tobacco products, alcohol, controlled substances, drugs, unauthorized medications, look-alike drugs or drug-related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, is subject to suspension or expulsion from school under Policy File JFC.

### IV. PENALTIES

#### TYPE I - ALCOHOL

- A. A student who, in a first offense, violates Section III by possessing, using, manufacturing, or distributing of alcohol, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year depending on the circumstances.
- B. A student who, in a second offense, violates Section III by possessing, using, manufacturing, distributing of alcohol, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to ten

(10) days and may receive additional disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

C. A student who, in a third offense, violates Section III by possessing, using, manufacturing, or distributing alcohol, while on school property, in transit to or from school, at a school function, or File: JFCI while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

#### TYPE II -TOBACCO PRODUCTS

- A. A student who, in a first offense, violates Section III by possessing, using, manufacturing, or distributing of tobacco products, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action up to and including expulsion from school for the remainder of the school year depending on the circumstances. \*\*Students who are of legal age to be in possession of tobacco products, eighteen (18) years of age or older, may not have tobacco products on their person on school property.
- B. A student who, in a second offense, violates Section III by possessing, using, manufacturing, distributing of tobacco products, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to ten (10) days and may receive additional disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances. \*\*Students who are of legal age to be in possession of tobacco products, eighteen (18) years of age or older, may not have tobacco products on their person on school property.
- C. A student who, in a third offense, violates Section III by possessing, using, manufacturing, or distributing of tobacco products, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances. \*\*Students who are of legal age to be in possession of tobacco products, eighteen (18) years of age or older, may not have tobacco products on their person on school property.

#### TYPE III - CONTROLLED SUBSTANCE,UNAUTHORIZED MEDICATIONS, LOOK ALIKE DRUGS OR DRUG PARAPHERNALIA

- A. A student who, in a first offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall be suspended from school for up to eight (8) days and may receive additional disciplinary action including expulsion from school for the remainder of the school year depending on the circumstances.
- B. A student who, in a second offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the

Wyoming High School Activities Association, whether on or off school property, shall be suspended for up to ten (10) days and may receive additional disciplinary action including expulsion from school for up to one (1) year depending on the circumstances.

- C. A student who, in a third offense, violates Section III by possessing or using, controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

#### TYPE IV - MANUFACTURING OR DISTRIBUTING OF CONTROLLED SUBSTANCE, UNAUTHORIZED MEDICATION, LOOK-ALIKE DRUGS OR DRUG PARAPHERNALIA

- A. A student who violates Section III by manufacturing, or distributing controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, shall receive disciplinary action up to and including expulsion from school for up to one (1) year depending on the circumstances.

In all instances, medical assistance may be obtained if deemed necessary based upon the circumstances known to the District at the time of discovery of the alleged infraction. If medical assistance is deemed necessary, the building administrator or designee, at the first available opportunity, will notify parents or legal guardians of the condition of the student.

Disciplinary action for violations of this policy shall be cumulative during a student's elementary or secondary educational career.

Alleged violations of this policy may constitute possible, reportable conduct under federal or state law. If so, reporting may be made, as deemed appropriate, to law enforcement agencies, county attorneys' offices, and child welfare agencies. Parents or legal guardians will be notified of any violations of the Code of Student

Conduct specified under provisions of Policy File JFC.

#### V. MITIGATION OF PENALTIES AND SUBSTANCE AWARENESS PROGRAM

The penalties described in Section IV may be mitigated by the student's agreement to participate in and successfully complete a District approved substance awareness program. Consent to participate in a District approved substance awareness program shall be obtained from the student's parent or legal guardian if the student is a minor.

Specific recommendations may also include referral to other District or community services as deemed appropriate. Aftercare recommendations may also be made.

In the alternative, a student with the consent of a parent or legal guardian may arrange for an independent substance abuse assessment from a licensed, professional counselor or physician with the prior agreement of the building principal or a designee. The student and parent or legal guardian must agree, prior to the independent substance abuse assessment, to sign any requested waivers for release of confidential information to the designated representative of the school, including the verification of completion of a substance awareness program. The student must submit evidence to be eligible for mitigation under this provision. All costs and expenses associated with such independent substance abuse assessment and any resulting treatment shall be the responsibility of the student or parents or legal guardians.

A student who agrees to participate in and successfully completes a District approved substance awareness program under this provision may have the suspension from school reduced. Participation in a District approved substance awareness program will not affect the policies, practices or rights of the District in dealing with tobacco products, alcohol or controlled substance use or possession where reasonable suspicion is obtained by other means.

## VI. REFERRAL PROCEDURES

Any person who believes he or she has witnessed a student engage in tobacco products, alcohol or controlled substance abuse under this policy, or any person with knowledge or belief of conduct by a student which may reasonably constitute evidence of tobacco products, alcohol or controlled substance abuse under this policy may refer that student to a District approved substance awareness program. A referral may be made by all staff members, including teachers, coaches, substitutes, and classified staff, having contact with the student who is the subject of the referral. A referral may also be made by fellow students, parents, legal guardians or community representatives having contact with the student who is the subject of the referral. Referral to a District approved substance awareness program does not constitute evidence of violation of this policy.

Students may also voluntarily refer themselves to a District approved substance awareness program. A student who voluntarily enters a District approved substance awareness program and who makes continuing, satisfactory progress in meeting treatment recommendations will not be subject to suspension, expulsion or other disciplinary action for behavior in violation of this policy that occurred prior to the selfreferral. Voluntary referral to a District approved substance awareness program cannot be made after a violation of this policy is observed or reported by District personnel. Voluntary referral to the District approved substance awareness program can only be made by a student not engaged in distribution or manufacturing of substances outlined in Section II and who also has not been observed or reported by District personnel.

Participation in the District approved substance awareness program is voluntary. A student or parent or legal guardian may withdraw from the District approved substance awareness program or approved alternative services at any time. Students who withdraw from the District approved substance awareness program or approved alternative services prior to successful completion are subject to disciplinary action for any proven violations of this policy.

Adopted: 4/1 1/88

Revised: 11/22/90; 6/8/98; 8/1 9/02; 5/9/05; 5/12/14

Cross Ref: GBCB, Staff Conduct (Drug Free Workplace)

JFC, Student Conduct



**TOBACCO, ALCOHOL AND DRUG ABUSE EDUCATION PROGRAM FOR EXTRACURRICULAR ACTIVITIES AND  
INTERSCHOLASTIC ATHLETICS**

**I. GENERAL STATEMENT OF POLICY**

The privilege to participate in extracurricular activities and interscholastic athletics is reserved for those students who are making satisfactory progress in their academic subjects, as determined by the individual school, and who are obeying all applicable policies, procedures and practices of Sweetwater County School

District Number One, State of Wyoming ("the District). Tobacco, alcohol and drug abuse interfere with the goal of extracurricular activities and interscholastic athletics to be a helpful part of the overall mental and physical education and conditioning of students. A participant in extracurricular activities and interscholastic athletics using tobacco products, alcohol and drugs can be a danger to himself or herself as well as to other participants, regardless of the activity or event.

Participants in extracurricular activities and interscholastic athletics are expected to present themselves to the public and fellow students as good examples of conduct, discipline and positive competition which includes avoiding the use of tobacco products, alcohol and drugs as defined in Policy File JFCI. Students participating in extracurricular activities and interscholastic athletics are instructed that the use of tobacco products, alcohol and drugs represents conduct that is unacceptable and may result in loss of the privilege to participate in extracurricular activities and interscholastic athletics.

**II. ILLEGAL OR CONTROLLED SUBSTANCES AND OTHER DEFINITIONS**

- A. "Activity Days" means any day in which a meeting, practice session or event is held for the activity in which the student is participating or will participate in, beginning the next scheduled activity day and continuing in a non-consecutive sequence to a specified number.
- B. "Alcohol" means any alcoholic liquor or malt beverage, including, but not limited to, liquor, wine, spirits, fermented beverages, beer or brewed beverages containing alcohol.  
Wyo. Stat. § 12-6-101.
- C. "Controlled substances" means (a) a controlled substance as defined by state and/or federal law, including substances identified in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C.A. 812, (b) a look-alike drug or (c) drug also known as a "designer drug".
- D. "Drug" also known as a "designer drug" means a substance not identified in state or federal law as a controlled substance that has a chemical structure similar to that of a controlled substance which produces an effect substantially similar to that of a controlled substance.

- E. "Drug-related paraphernalia" includes any utensil or item, which in the judgment of the District, can be associated with the possession, use, manufacture or distribution of a controlled substance, including, but not limited to, roach clips, pipes, bowls and spoons.
- F. "Electronic cigarette" means a product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, that can be used to deliver doses of nicotine vapor by means of heating a liquid nicotine solution contained in a cartridge or other delivery system. Wyo. Stat. § 14-3-301.
- G. "Look-alike drug" means any substance not identified in state or federal law as a controlled substance that (a) has a stimulant or depressant affect on humans, other than a prescription drug, which substantially resembles a specific controlled substance, or (b) is or has been represented to be a controlled substance, or stimulant or depressant.
- H. "Tobacco products" means any substance containing tobacco products, leaf, or any product made or derived from tobacco products that contains nicotine, including, but not limited to, cigarettes, electronic cigarettes, cigars, pipe tobacco products, snuff, chewing tobacco products or dipping tobacco products. Wyo. Stat. § 14-3-301.

"Unauthorized medications" means any capsules, pills, syrups or other form of medication not registered with the school nurse and documented in the student's health record and given in accord with Policy File JHCD for the administration of medication to students.

### III. PROHIBITED CONDUCT

- A. A student is prohibited from being under the influence of alcohol, controlled substances, drugs, unauthorized medications or look-alike drugs while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored, sanctioned or controlled by the school or the Wyoming High School Activities Association, whether on or off school property.
- B. A student who violates Policy File JFC by possessing, using, manufacturing, or distributing of tobacco products, alcohol, controlled substances, drugs, unauthorized medications, look-alike drugs or drug related paraphernalia in violation of Wyoming law, while on school property, in transit to or from school, at a school function, or while a participant in any activities sponsored or controlled by the school or the Wyoming High School Activities Association, whether on or off school property, is subject to loss of the privilege to participate in extracurricular activities and interscholastic athletics under this provision.
- C. A student who violates sponsors' and coaches' procedures by possessing, using, manufacturing, or distributing of tobacco products, alcohol, controlled substances, drugs, unauthorized medications, lookalike drugs or drug-related paraphernalia in violation of Wyoming law, at any time or place after entering into an agreement to participate in extracurricular activities and interscholastic athletics, shall be subject to a loss of the privilege to participate in such activities and athletics as defined in this provision.

### IV. PENALTIES

- A. A student who, in a first offense, violates Section III B or C above shall be ineligible to participate in all extracurricular activities and interscholastic athletics for sixty (60) activity days. Students declared ineligible under this provision may continue to attend regularly scheduled meetings or practices but may not participate in performances, contests, field trips, special events, or functions deemed by the Building Principal or designee to be subject to this provision.
- B. A student who, in a second offense, violates Section III B or C above shall be ineligible to participate in all extracurricular activities and interscholastic athletics for one (1) calendar year. Students declared ineligible under this provision may not attend regularly

scheduled meetings or practices and may not participate in performances, contests, field trips, special events or functions deemed by the Building Principal or designee to be subject to this provision.

- C. A student who, in a third offense, violates Section III B or C above shall be ineligible to participate in all extracurricular activities and interscholastic athletics for the remainder of his or her secondary education career in the District.

## V. MITIGATION OF PENALTIES

The penalties described in Section IV may be mitigated by the student's agreement to participate in and successful completion of a specifically designated District approved substance awareness program as defined in Policy File JFCI. Consent to participate in the District approved substance awareness program shall be obtained from the student's parent or legal guardian if the student is a minor.

A student who agrees to participate in and successfully completes the District approved substance awareness program recommendations under this provision shall have any period of ineligibility from extracurricular activities and interscholastic athletics reduced as follows:

- A. Ineligibility from extracurricular activities and interscholastic athletics for a first offense may be reduced from sixty (60) activity days to ten (10) activity days or a maximum of the next two performances, contests, field trips, special events or functions deemed by the Building Principal or designee to be subject to this provision.
- B. Ineligibility from extracurricular activities and interscholastic athletics for a second offense may be reduced from one (1) calendar year to a maximum of the next sixty (60) activity days.
- C. Ineligibility from extracurricular activities and interscholastic athletics for a third offense may be reduced from the remainder of a student's secondary education career in the District to a maximum of one (1) calendar year.

Revised: 5/13/98; 1/13/99; 8/19/02; 5/12/14

Sweetwater County School District Number One State of Wyoming  
Board Policy JFCI - R

## ASSIGNMENT CODES - ALL GRADES

EX = Exempt from work/assignment

O = Zero points earned for assignment

L=Late assignment I=Incomplete, unable to assign a grade - zero points given until corrected

M=Missing assignment

\*=Standard not assessed at this time I/ = Assignment handed in

## GRADING SCALE - KINDERGARTEN THROUGH SIXTH GRADE STANDARDS BASED CLASSROOM ASSESSMENT SCORE

- 4 — Exceeding Grade-Level Standard(s)
- 3 — Meeting Grade-Level Standard(s)
- 2 — Approaching Grade-Level Standard(s)
- 1 — Area of Concern
- NA/Blank Box — Not Assessed at this Time Effort, Social Development, & Work Habits
- C — Consistently
- O — Often
- S — Sometimes R - Rarely

#### GRADING SCALE - SEVENTH THROUGH TWELFTH GRADE

100 - 90      A      4 GPA Points

89 - 80      B      3 GPA Points

79 - 70      C      2 GPA Points

69 - 60      D      1 GPA Point

59 — O      F      0 GPA Points

Incomplete

Passing      P      Renders credit but  
GPA

No Grade      NG      0 points

High Quality      HQ

Needs Improvement NI

Satisfactory      S

Unsatisfactory U

## Hathaway Weighted Grading Scale

Changes have been made to the way high school GPAs are calculated for the Hathaway Scholarship. In accordance with Senate Enrolled Act 0056, the Wyoming Department of Education (WDE) established a grade-weighting policy that accounts for the increased academic rigor of certain high school courses.

All districts will be required to use the weighted Hathaway GPA starting in the 2018-19 school year. Hathaway-approved AP, 1B, and Dual/Concurrent 1000-level and above courses will be weighted.

The Hathaway GPA will be based on a scale from 0 to 5.0. All courses taken will be included in the GPA calculation; however, only AP, 1B, and Dual/Concurrent college courses 1000-level and above will be weighted. College courses below the 1000 level will not be weighted.

All Hathaway courses must be approved by the WDE's Hathaway Team. Additionally, AP courses must be approved by the College Board, and 1B courses must be approved by the International Baccalaureate program.

Starting in the 2018-19 school year, all student transcripts must include the weighted Hathaway GPA. The weighted GPA does not apply to any students who graduate before the 2018-19 school year.

Beginning in the 2018-19 school year, all AP, 1B, and Dual/Concurrent Enrollment courses students are taking or have previously taken will be weighted.

Students do not have to take an AP test in order to receive a weighted grade. Students taking Dual/Concurrent Enrollment courses do not need to receive college credit from those courses in order to receive a weighted grade.

### Honors or Advanced Classes Only

100-90	A	5 GPA Points
89-80	B	4 GPA Points
79-70	C	3 GPA Points
69-60	D	2 GPA Points
59-0	O	GPA Points

The district grading scale does not include plus (+) or minus (G). The student report card and transcript will record the student's percentage in the class.

Percentages rounded down for any percentage between .00 to .49 (e.g. 88.37% becomes an 88%)

Percentages rounded up for any percentage between .50 and .99 (e.g. 88.62% becomes an 89%)

Revised: 5/12/04 4/13/05 1/10/11 7/18/2018

### **Snow Day Procedures**

On days when it seems possible that schools may be closed due to inclement weather, including severe snow storms, please listen to or check with a local radio station, local media source, Parent Square notifications or the school district website (sweetwaterl.org) for an announcement regarding a Snow Day.

If schools are closed due to a Snow Day, the decision will be made prior to 6:00 a.m. by district officials. Local radio stations, local media sources, Parent Square notifications or the school district website (sweetwaterl.org) will announce the decision by 6:00 a.m. If students come to school on a wintry day, please ensure their safety by providing the proper clothing for Wyoming weather.

On-line learning will take the place of in person learning if a snow day is called.

### **RECESS AND PLAYGROUND PROCEDURE**

When temperatures drop below 0 degrees Fahrenheit, outdoor recesses may be moved inside the building or canceled.

### **STANDARD RESPONSE PROTOCOL**

Standard Response Protocol (SRP) has been implemented for all Sweetwater County School District Number One, State of Wyoming, and is available for inspection in the office and classrooms. Additionally, evacuation procedures are posted at conspicuous places within the school and classrooms. In the event that an alarm sounds, students and staff are expected to follow the evacuation plan as posted. In the event of specific, emergency conditions, verbal direction will be provided by the administration and staff according to the Standard Response Protocol.

Certain Protocols are practiced in drills during the school year in which students and staff are required to participate. **(A colored copy of the SRP is located at the back of this handbook)**

### **VIDEO CAMERAS**

Video and/or audio recording devices, including cameras and microphones, may be installed for security and surveillance purposes within Sweetwater County School District Number One, State of Wyoming.

## **PARENT INVOLVEMENT/VOLUNTEERS/PARTNERS IN EDUCATION**

We encourage parents, senior citizens, students, and others to assist teachers or other staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but also to enrich their experiences as well.

## **CLASS ASSIGNMENTS**

Any request for special consideration concerning class assignment will not be accepted after May 1. This consideration must be presented to the principal, in writing, with specific reasons for the request. The district shall use its right of placement for assigning students to classroom teachers. (District Guidelines)

## **FEES AND INSURANCE**

School District Number One does not charge fees for students, although students will be charged for lost or damaged library books and/or textbooks. Individual teachers will suggest supplies for their appropriate grade level. School District Number One does not carry accidental insurance on students. Student insurance may be purchased through school offices. Forms to purchase insurance may be obtained at your school office.

## **MONEY AND VALUABLES**

Students should not bring large amounts of money or valuables such as cell phones, MP3 players, iPods, or other similar electronic entertainment devices to school. The school will not be responsible for any lost or stolen items.

### **Cell Phone Procedures:**

#### **Cell Phone Procedures K-8**

Sweetwater School District One recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. Students in grades K-8 will be permitted to bring personal telecommunication devices on school property. To prevent disruptions and distractions to the learning environment, and to keep students focused on academics, students will not be permitted to possess or use personal telecommunication devices during school hours. Possession and use of devices will be limited as follows:

- Students will be required to turn any devices off and keep such devices in their school lockers or other school designated location before the morning bell rings, until school is released for the day.
- The use of any device or camera capable of capturing images is strictly prohibited in classrooms, locker rooms, or restroom areas at all times.
- The District is not responsible for any damaged, lost, or stolen electronic device.
- If a student needs to make an emergency phone call, or a parent or guardian needs to contact a student during the day, the student shall make or receive such phone calls at the school's office.

### **Procedure Violations of Students in Grades K-12**

- For a first violation, a warning will be issued by a teacher or other staff member, and the school office will be notified of the warning.

- Students not following teacher or other staff directives related to this procedure will be deemed to be acting in open defiance of school authority. This may result in a disciplinary referral.
- Any violation will result in the device being confiscated and sent to the school's office. A confiscated device will be returned as follows:
  - For a first offense, students may pick up the device at the end of the school day.
  - For subsequent offenses, parents must pick up the device from a building administrator.

### **Lost and Found**

Students who find lost articles are asked to take them to the main office where they can be claimed by the owner. A student who has lost something should check periodically with the main office to see whether or not the item has been located.

Students should mark or label all their belongings, athletic equipment, books, etc., so that these belongings can be easily identified if found. The school is not responsible for lost articles. All items not claimed will be donated to good-will twice a year. Once in January and once in June.

## **TRANSPORTATION SERVICES**

### **STUDENT CONDUCT ON SCHOOL BUSES**

Sweetwater County School District Number One provides bus transportation as approved by the Board of Education. Rules must be observed by students for the safety of everyone. If rules are not observed, bus privileges may be taken away. Students will be instructed in the following rules of behavior:

Students shall:

- remain in their seats, in a forward position, while the bus is in motion and should not extend any part of their body outside the seat compartment including window and aisle.
- converse in normal tones, loud, vulgar, or obscene language is prohibited.
- only consume food, drinks, candy, or gum, when authorized.
- only possess items which align with district policy.
- keep hands and feet, and objects to yourself and inside the bus.

The privilege of students to ride a school bus is contingent upon their safe, respectful and responsible behavior and their adherence to established regulations.

The driver of a school bus shall be responsible for the safety of the students on the bus; both during the ride and while students are entering or leaving the vehicle. The bus driver will notify the transportation director or assistant transportation director of any student who persists in violating the established rules of conduct on the bus or warrants a major discipline referral. The transportation director or assistant transportation director will notify the principal of the school involved if any student receives a major discipline referral.



Due process shall be provided to a student and legal parents/guardians will be notified prior to the student losing the privilege of riding the school bus.

Special education students, as defined under federal and state law and students with disabilities as defined in the Individuals with Disabilities Education Act (IDEA) or Section 504 are clothed with substantive and procedural rights which may restrict or prohibit the District from implementing some or all of the disciplinary responses described. Staff is prohibited from making any change with respect to or imposing any discipline upon any handicapped or disabled student which would constitute a change of placement or a violation of the child's Individualized Education Plan (IEP) or 504 Plan without first satisfying the procedural and substantive prerequisites established by or pursuant to federal and state law.

*Revised: 03/19/1997; 02/09/2009; 05/09/2022*

Sweetwater county School District Number One  
State of Wyoming  
Board Policy JFCC

### **Bus Stop Procedure**

The District may discipline students for violations of the Code of Student Conduct, Policy JFC, that occur during the loading and unloading of school vehicles at the designated bus stops or during trips to or from school on the bus. Any inappropriate behavior reported or witnessed by parents or students while walking to the bus stops or at other times should be reported to the appropriate law enforcement authorities, such as the Rock Springs Police Department or the Sweetwater County Sheriff's Department.

### **Transportation for Student Activities/Out of Town Routes**

#### **GENERAL STATEMENT OF POLICY**

Sweetwater County School District #1 believes in maintaining the safety and security of all students and staff. It shall be the policy of Sweetwater County School District #1 to use school buses or other district vehicles for the transportation of students participating in extra-curricular or co-curricular activities, and routes outside of town, for example: Farson, Point of Rocks, Superior and Sweeney Canyon/Arrowhead Springs.

The use of activity buses will be under the following conditions:

1. When using regulation school buses to transport students for school-related activities / out of town routes, only trained bus drivers will be used. The Director of Transportation/designee will assign the activity driver.

2.The assigned driver shall not exceed fifteen (15) hours on duty in a twenty-four hour (24) period with a maximum of ten (10) hours behind the wheel. A driver must have eight (8) hours of continuous rest before resuming duty. The driver should stop every two (2) hours or 150 miles for fifteen (15) minute break.

3.No trip/activity should be scheduled to return later than 1:00 a.m., unless prior arrangements are made with the Director of Transportation.

4.For safety and records purposes, prior to departure, the coach or sponsor must have on file in the Transportation Office, an activity trip itinerary including departure time from the school, the anticipated return time, motel arrangements, meals, scheduled activities and any other information pertaining to travel needed for the trip/activity, as well as a roster and the home phone numbers of all riders scheduled on the trip/activity. At the time of departure, the driver will be given an accurate roster of all riders and an up to date itinerary.

5. The Director of Transportation/designee will make the final decision on requiring an overnight stay if it is likely that the number of allowable “driver hours of service” will be exceeded and a relief driver cannot be provided.

6. Travel will be arranged to minimize the number of driver hours and transportation costs associated with co-curricular and extra-curricular bussing.

Any student activity requiring transportation will be requested through the appropriate district form. In order to assure that transportation and drivers are available, initial requests should shall be submitted to the Director of Transportation/designee no later than two (2) weeks prior to the scheduled event.

The Director of Transportation/designee is responsible for providing adequate transportation and an activity driver. Requests will be approved on a priority order, based on the time of submittal.

Inclement Weather: Decisions involving the transportation of students participating in extra- curricular or co-curricular activities or students on routes outside of town during inclement weather shall be made in the following manner always erring on the side of the safety of our students:

In the event of inclement weather, the Director of Transportation/designee will review all pertinent information to best determine current and predicted roadway conditions. The Director of Transportation/designee will use this information to determine if the activity/route will proceed. If the Transportation Director/designee deems the road is passable, the trip/route will go as planned. If the trip/route has an advisory for chain law, no unnecessary travel, closure to light high-profile vehicles, extreme blow over risk, the road is closed, or is reasonably projected to be closed, the trip will be cancelled, delayed, or re-routed. If the route has an advisory for black ice or reduced visibility, the Director of Transportation/designee, on a case by case basis, will determine if the activity/route will continue. This may include consulting with the Superintendent/Human Resource Director, the Director of Activities (High School and Junior High), the Highway Patrol, and/or the assigned activity/out of town route driver.

1. If the building principal, Activity Director, Director of Transportation/designee or bus driver feels strongly that the trip should go or not go, he can request that the decision be re-evaluated. If the individual is still uncomfortable after hearing the report, gathered

by the Director of Transportation, the trip will be cancelled or re- routed.

2. If the trip is under way and roads are closed, no unnecessary travel, extreme blow over risk, closed to light or high-profile vehicles, or chain law is put in effect; the driver will proceed to the nearest safe location. The driver will contact the Director of Transportation/designee and communicate their concerns. The Director of Transportation/designee will use this information to determine if the activity/route will proceed or return as scheduled. The Highway Patrol will then be notified by the Director of Transportation/designee.
3. If travel for an activity is cancelled, the Director of Transportation/designee will notify the building principal or Activity Director. The building principal or Activity Director will notify, in turn, the coach or sponsor who will communicate to students and parents/legal guardians of the cancellation and plans moving forward. If an out of town route is cancelled or delayed, the Director of Transportation/designee will notify parents/guardians. Communication will be delivered via the District communication software.

In the event a bus becomes stranded, the bus driver and all passengers will remain in the bus to the extent safety will allow and await rescue. The driver nor any passenger shall attempt to walk for help.

Adopted: 06/12/17

Revised: 6/8/2020

Cross-referenced: IICA – Field Trip Policy

IICA – R Rock Springs Instructional Recommended Field Trips IICA – E Request for Approval of Student Trip

II. CA – R – 1 Extended Student Travel Legal references:

Wyo. Stat. § 31-5-118

Wyo. Stat. § 21-4-401

Federal Motor Carrier Safety Administration Hours of Service Regulation

Chapter 20 of the Wyoming Department of Education Rules for Minimum Standards for Wyoming School Buses.

Chapter 20 of the Wyoming Department of Education Rules for Pupil Transportation.

Sweetwater County School District Number One  
State of Wyoming  
Board Policy IICAB

## **Wellness Policy**

The Wellness policy requirements were established by the Child Nutrition and WIC Reauthorization Act of 2004 and further strengthened by the Health, Hunger-Free Kids Act of 2010 (HHFKA). It requires each local education agency (LEA) participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The responsibility for developing a wellness policy is placed at the local level so the unique needs of each school under the LEA's jurisdiction can be addressed.

Healthy eating patterns, respect for body-size differences, and physical activity are essential for students to reach their academic potential, full physical and mental growth, and lifelong health and well-being. Studies have shown a strong link among nutrition, physical activity and learning. Positive correlations have been made regarding academic performance as measured by test scores, concentration, tardiness, attendance rates, and discipline.

Healthy eating and physical activity are also clearly linked to the reduced risk for mortality and development of many chronic diseases. Being overweight increases the risk of children developing Type 2 diabetes, asthma, and cardiovascular problems such as high blood pressure, elevated cholesterol levels, as well as some forms of cancer. Overweight children often experience low self-esteem and even depression. In economic terms, the effects of students' poor nutrition and physical activity patterns can potentially cost vital dollars to schools each year.

Because students are in school for a substantial portion of the day, school districts have a responsibility to help students establish and maintain lifelong, healthy and enjoyable eating and physical activity patterns, while creating environments that reflect respect for body-size differences. Increasing evidence suggests that schools are more effective in preventing long-term health problems when they work together with students, parents, and the community. A District Wellness Committee that includes a school board member, administration, community leaders, health professionals, students, parents, and school personnel can facilitate communication, efficiently use resources, and provide consistency in decision making.

## **Nutrition Education**

Students in Sweetwater School District #1 shall receive nutrition education that is aligned with the USDA Wellness Policy requirements. Education that teaches the knowledge and skills needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

Students will receive nutrition education that is interactive and teaches knowledge, attitudes, skills and behaviors needed to adopt healthy and enjoyable eating habits that last a lifetime.

State and District health education curriculum standards and guidelines will be met or exceeded.

The staff teaching nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program.

Professional development activities will provide basic knowledge of nutrition, combined with skills practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits and the importance of body-size acceptance. Students will receive consistent nutrition messages throughout the school, classroom and cafeteria.

The District will build awareness among all District staff regarding the importance of nutrition, physical activity and body-size acceptance to academic success and lifelong wellness.

The District will encourage parents, staff and students to model healthy eating and being physically active.

### **Physical Education and Physical Activity**

The District shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills and values necessary for lifelong physical activity. Physical education instruction shall be aligned and assessed with the Wyoming Physical Education Content and Performance Standards.

All students, K-12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short and long-term benefits of a physically active and healthy lifestyle.

State and District physical education curriculum standards and guidelines will be met or exceeded. Professional Teaching Standards Board certified physical education instructors teach all physical education and health classes. This policy recognizes state authorized exemptions.

All students in grades 1-6, will be scheduled for physical education/health for approximately 50 minutes per day, three days out of a six day rotation for elementary school students. If this schedule changes, this policy needs to be reviewed.

Physical education should actively engage all youth, regardless of skill level, and teach the knowledge, attitudes, skills and behaviors that students need to adopt and enjoy a physically active lifestyle.

The District will provide ongoing professional training and development for staff in the area of physical education and physical activity.

Physical activity programs will be carried out in safe environments that reflect respect for body-size differences and varying skill levels.

Students will be provided several opportunities daily for physical activity.

Convenient access to facilities for hand washing shall be available. Elementary and junior high school students are not permitted to leave school grounds during the school day to purchase food or beverages.

Elementary students will have daily scheduled recesses.

Teachers and other school personnel will not use physical activity (e.g., running laps, pushups) as punishment.

The school will encourage families and community members to support programs outside of the school that encourage physical activity.

Activity "prompts" and other signage will be posted throughout the school to encourage activity as well as newsletter or website announcements to parents regarding activity and healthy choices.

### **Nutrition Standards for All Foods Available in District Facilities**

Sweetwater County School District #1 shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in USDA Federal regulations. Sweetwater County School District #1 shall encourage students to make nutritious food choices. The District shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs.

Nutrition Services shall provide USDA Dietary policies and regulations when requested.

Sweetwater School District #1 shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

### **Healthy Food and Drink**

Vending machines, fundraisers, and concessions located in/on Sweetwater County School District #1 facilities will sell only healthy (Smart) snacks and drinks to students/patrons that follow the USDA Federal guidelines. Vending machines housing items not meeting USDA Smart Snack Guidelines will be operable and accessible thirty (30) minutes prior to the last school bell in the afternoon until thirty (30) minutes prior to the first period bell in the morning on weekdays and fully operational and accessible on weekends and holidays. School concession stands will be operational only during activity events.

### **Guidelines for Food**

The above guidelines apply to all areas in the District. Suggested food lists for celebrations, fundraisers, and concessions are available from the District Wellness Committee.

District Nutrition Services will offer breakfast and lunch where feasible. All meals will meet the Guidelines of the USDA's National School Lunch and Breakfast Programs.

Competitive food and drinks shall not be sold to students on school grounds and school buildings during the times that school breakfast or lunch is being served.

Nutritious snacks in elementary classrooms may be allowed with teacher permission. The snack may not be at the same time as regular mealtime. Prepackaged unopened snacks are encouraged.

The District will encourage and promote school breakfast participation.

Advertising messages will be consistent with and reinforce the objectives of the nutrition goals of the District.

Fundraisers must also follow the current federal regulations. The current regulations can be obtained by the Director of Nutrition Services.

Exemptions from the regulations can be obtained through the building principal and/or the athletic director. Only five (5) exemptions will be permitted per school per calendar school year.

### **Other School-Based Activities Designed to Promote Student Wellness Goals**

The District may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

### **Educational Reinforcement**

School instructional staff shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families.

Nutrition Services will provide professional training for their staff in the areas of health, safety and sanitation.

The Nutrition Services programs shall be closely coordinated with nutrition instruction. Nutrition services staff shall work closely with those responsible for other components of the school health program to achieve common goals.

School counselors and school health services staff shall consistently promote healthy eating. These professionals shall be prepared to recognize conditions such as obesity, eating disorders, and other nutrition related health problems and be able to refer them to appropriate services.

Lunch periods will be scheduled as near the middle of the day as possible. The District will provide enough space and serving areas to ensure student access to school meals.

### **Maintain a District Wellness Committee and Monitor and Review the Policy**

The District Nutrition Services Director shall implement this policy and measure how well it is being managed and enforced. The Nutrition Services Director shall report to the local school board, as requested, on the District's programs and efforts to meet the purpose and intent of this policy.

It is recommended that the District Wellness Committee include:

Director of Nutrition, Director of Human Resources, medical professional, parent representative, student representative, administrator, classroom teacher, school board member, PE/health teacher, family and consumer science teacher, and community member(s).

The District will ensure compliance with all federal, state, and local regulations pertaining to the Wellness Policy.

The District Wellness Committee, chaired by the Director of Nutrition Services, will prepare an annual report for the school board and the public on the progress toward meeting policy goals.

The Committee will set a specific, measurable wellness goal(s) and meet periodically to discuss progress on these goals and wellness issues in the District. The Committee will work towards these goal(s) each year.

The report shall include celebrations and recommendations for improvement.

The District Wellness Committee will educate administrators, education leaders, teachers, staff and parents about the importance of school physical education and nutrition programs and policies.

The Sweetwater County School District Number One Policy Committee will review the Wellness Policy and procedures periodically. This committee consists of K-12 building and district administrators, K-12 teachers, Sweetwater Education Association representative, Rock Springs Administrators' Association representative, Sweetwater County School District Number One Board of Trustee member, and a classified district employee. Input from the Director of Nutrition Services, physical education teachers, parents and students was used to formulate these policies and procedures.

Adopted: 4/24/06

Revisited: 5/1/13 Revised: 7/20/16

## **BREAKFAST and LUNCH PROGRAM**

Breakfast for grades K - 6 is served every morning around 7:55 a.m. – 8:15 a.m. Breakfast will be served 7:40 a.m.- 8:00a.m. at Desert School in Wamsutter; and from 7:00 a.m. - 7:30 a.m. at Rock Springs High School and Rock Springs Junior High School. Farson schools will serve breakfast from 7:25 a.m. – 7:45 a.m..

Hot lunches are served at all district schools every day. Free or reduced lunch applications are available through the Food Service Office at the Central Administration Building anytime throughout the school year or from the school principals.

**Elementary school breakfast** cost **\$1.55** per meal and **Secondary school breakfast** cost **\$2.15** per meal.

**Elementary school lunches** cost **\$2.85** per meal and **Secondary school lunches** cost **\$3.30** per meal. Adult lunches may be purchased for \$4.75 per meal and adult breakfast may be purchased for \$2.80 per meal. No ala carte offerings will be available at the in town K-4 elementary buildings.

DAILY BREAKFAST PRICE				DAILY LUNCH PRICE			
ELEMENTARY		SECONDARY		ELEMENTARY			
1 = \$ 1.55	6 = \$ 9.30	1 = \$ 2.15	6 = \$ 12.90	1 = \$ 2.85	6 = \$ 17.10	1 = \$ 3.30	6 = \$19.80
2 = \$ 3.10	7 = \$ 10.85	2 = \$ 4.30	7 = \$ 15.05	2 = \$ 5.70	7 = \$ 19.95	2 = \$ 6.60	7 = \$23.10
3 = \$ 4.65	8 = \$ 12.40	3 = \$ 6.45	8 = \$ 17.20	3 = \$ 8.55	8 = \$ 22.80	3 = \$ 9.90	8 = \$26.40
4 = \$ 6.20	9 = \$ 13.95	4 = \$ 8.60	9 = \$ 19.35	4 = \$ 11.40	9 = \$ 25.65	4 = \$13.20	9 = \$29.70
5 = \$ 7.75	10 = \$ 15.50	5 = \$ 10.75	10 = \$ 21.50	5 = \$ 14.25	10 = \$ 28.50	5 = \$16.50	10 = \$33.00

ADULT BREAKFAST = \$ 2.80

ADULT LUNCH = \$ 4.75

The USDA prohibits discrimination in the administration of its program. To file a complaint, write to the Secretary of Agriculture, Washington,



The Cafeteria is the private dining room of Sweetwater County School District Number One Nutritional Service Program. Students that bring a sack lunch from home may use the cafeteria during the lunch period. Competative food and drinks shall not be sold to students on school grounds and school buildings during the times that school breakfast or lunch is being served. Therefore no vendor can deliver food to students on school grounds or school buildings during the tiems that school breakfast or lunch is being served.

Students in grades K-4 will use a lunch ID card when purchasing a lunch. Students in grades 5 – 12 enter their pin number when purchasing a lunch or ala carte item. The student's initial lunch ID card and first replacement card will be provided at no charge. To purchase additional cards, there will be a required fee of \$2.00. Failure to bring lunch ID card could slightly impact amount of time students have to eat lunch (2-3 minutes). **When withdrawing your student from Sweetwater School District Number One, please sign a voucher to release the remaining balance for reimbursement.**

#### **UNPAID MEAL BALANCE**

Students K — 12, who are on a full pay or reduced pay meal plan, can carry no more than \$15.00 in unpaid charges for meal plans. This will include a total of breakfast meals and/or lunch meals. It is the responsibility of the parents/guardians to maintain a positive balance for student meal accounts.

District employees can carry no more than \$10.00 in unpaid charges for meal plans.

The administration shall establish, and the Board shall approve, regulations and procedures which conform with state and federal (or other) requirements regarding participation in the NSBP and NSLP, price meals, and supplementary food. Current practices as established by the Wyoming Department of Education, National School Lunch and School Breakfast Programs Handbook, Chapter 4, and the Eligibility Manual for School Meals, Child Nutrition Programs Food and Nutrition Service, U.S. Department of Agriculture.

LEGAL REF.: Wyoming Education Policies Reference Manual, code EFB

Cross-reference: Policy EFB-R — Unpaid Meal Balances Policy JN — Student Fees, Fines, and Charges

Policy JN-R Debt Collection Guidelines, Procedures, & Standards

Revised: 10/14/98; 5/13/13, 3/11/19

## **Unpaid Meal Balances**

Sweetwater County School District Nutrition Services Department is committed to ensuring that all students have nutritious meals to support daily learning and social interactions, while remaining fiscally responsible. The purpose of this policy is to establish consistent meal account procedures throughout the District7

Computer accounting is used for lunch, breakfast, and a la carte charges at all Sweetwater County School District Number One schools. All students will receive a Personal Identification Number (PIN).

### Notification:

Families will be notified of the Unpaid Meal Balance Policy in writing at the beginning of each school year or at the time the student is enrolled in Sweetwater County School District Number One.

If a student/employee's account reaches a negative balance the following will occur. The family will receive a phone call through the district automated system daily until the balance due is paid. Notify and/or work with principals and school counselors to understand the student and parent's situation to determine if a free/reduced application is needed.

When a student shows a pattern of a negative balance, the Principal and/or School Counselor will be notified to evaluate individual student circumstances to provide further options.

If a student has a negative account balance owed as of the last day of school, sibling's accounts will be reviewed to determine if money can be transferred from one sibling or sibling's accounts to another to cover the debt. If a student is a child of a SCSD#I employee, any negative balance remaining on the last day of school shall be deducted from the parent/employee's June paycheck. District employees can carry no more than \$10.00 in unpaid charges for meal plans. If an employee has a negative meal account balance as of the last day of school /employment, the balance due shall be deducted from the employee's final paycheck. Should a family move from the district with a negative family balance, the accounts associated within that immediate family will be sent to collections in the parent's name.

If a family is determined to have qualified for free/reduced meals after accruing a negative balance, the family is responsible for repaying the accrued previous debt.

### **Elementary Schools (K-6)**

When the student's account balance reaches below \$5.00 or less, the cashier will verbally remind the student that they need money in their account when they come to the cashier. The family will receive a phone call through the district's automated system daily until the balance owed is paid. Negative accounts will be documented each week and a note will be sent home with the student.

When the student reaches a negative balance of \$5.00 or more, the student will be required to phone parents/guardians to inform them that they need lunch money.

If a student reaches a negative balance of \$10.00, the Nutrition Services Secretary or Director will contact the parents/guardians to inform them that the student will need to bring lunch money. They will also be notified that they are nearing the limit of negative \$15.00 and at which time they will not be provided a meal through food service.

### **Secondary Schools (7-12)**

When the student's account balance reaches below \$5.00 or less, the cashier will verbally remind the student that they need money in their account when they come to the cashier. The family will receive a phone call through the district's automated system daily until the balance owed is paid. Negative accounts will be documented each week.

If a student reaches a negative balance of \$10.00, the Nutrition Services Secretary or Director will contact the parents/guardians to inform them that the student will need to bring lunch money. They will also be notified that they are nearing the limit of negative \$15.00 and at which time they will not be provided a meal through food service.

### **Special Circumstances**

Upon investigation and documentation, the principal may be able to complete a Meal Application on behalf of a needy student whose parents are unresponsive. This process will be reviewed on a case by case basis.

Families are encouraged to apply for free/reduced meal benefits at any time throughout the year. If a family income changes, at any time, they are welcome to apply or re-apply for free or reduced price meals.

Refer to Policy File: JN-R

Sweetwater County School District Number One may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid, in accordance with W.S. 21-4-308. If it is determined, after six (6) months of effort to collect delinquent accounts, that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collections efforts may continue into the new school year. Documentation of collection efforts shall be maintained.

LEGAL REF: Wyoming Education Policies Reference Manual, Code EFB

Adopted: 3/1 1/19

## **FIRST AID TREATMENT AND EMERGENCY CARE**

First aid for minor injuries is provided at school. In the event of a serious illness or injury the parent/guardian/emergency contact person will be notified. It is extremely important that all phone numbers be current. If you have changed your number or the emergency contact, please let your school know. An ambulance may be called at the discretion of the principal. The school is not obligated to transport sick or injured children.

## **MEDICATION**

### **Administering Medication to Students**

It is the policy of Sweetwater County School District Number One, State of Wyoming (“the District”) that all students’ prescription medication be prescribed by a licensed healthcare professional authorized to write prescriptions (Wyoming Board of Pharmacy includes physicians, nurse practitioners, physician assistants and nurse midwives) and authorized by a legal parent or guardian. As a service to students who have a need for medication management during school hours to facilitate school attendance or benefit from the educational program, medication may be administered to students by school nurses or other designated school personnel when authorized in writing by the student’s licensed healthcare professional authorized to write prescriptions and legal parent or guardian as required under this policy. Over the counter (OTC) medication for grades seven through twelve (7-12) may be administered only after being authorized in writing by the student’s legal parent or guardian. The District retains the right of final determination of availability of these services and may discontinue these services at its discretion.

The District does not prescribe medication. Whenever possible, medications should be administered by the legal parent or guardian outside of school hours. If medication must be administered during school hours, it shall be stored in an area designated and secured by the District. The District assists students in taking prescribed or dispensed medications in accord with the licensed healthcare professional authorized to write prescriptions or legal parent’s written instructions. This includes PRN (pro re nata – as the situation demands) medications given as needed. In an effort to enhance student learning, increase student attendance, and reduce early dismissals, over the counter (OTC) medication may be administered to alleviate minor health complaints in grades seven through twelve (7-12). The District may administer over the counter (OTC) products Diphenhydramine for minor allergic reaction; Acetaminophen for fever; Ibuprofen for minor headaches, abdominal cramps, and pain; Tums for upset stomach; cough drops for colds and sore throat; Hydrocortisone cream for rash or itching only after being authorized in writing by the student’s legal parent or guardian as required under this policy.

Medication may be administered to students by school nurses or other designated school personnel under the following conditions:

1. An Authorization for Administration of Medication, designation of friends, pursuant to the Wyoming Nursing Practice Act, and release of liability shall be completed by the legal parent with legal custody or by the court-appointed guardian of a student.
2. The Authorization for Administration of Medication shall be additionally signed by the student’s licensed healthcare professional authorized to write prescriptions when prescription medication is prescribed or dispensed.
3. For long-term medication therapy, the Authorization for Administration of Medication shall be reviewed and signed at least annually.

4. It is the responsibility of the legal parent or guardian to notify school nurses or other designated school personnel of any change in medication or dosage and provide written instructions from the prescribing licensed healthcare professional authorized to write prescriptions for prescription medication regarding how medication is to be administered.
5. Information on medications administered under this policy, including side effects, shall be maintained with the Authorization for Administration of Medication.
6. Prescribed medications shall be delivered to school nurses or other designated school personnel in the properly labeled pharmaceutical container within which it was originally prescribed. No medication will be administered unless it is delivered in its original pharmaceutical container.
7. Temporary administration of newly prescribed medication may be verbally authorized by the licensed healthcare professional authorized to write prescriptions directly to the school nurse. Documentation of the licensed healthcare professional authorized to write prescriptions order will be dated and signed by the school nurse. The legal parent or guardian shall promptly obtain an Authorization for Administration of Medication to continue the administration of the medication.
8. For each student, a record will be maintained recording the medication administered, dosage, date and time of administration, and the name of the person administering the medication. Neither the District nor its school nurse or other designated school personnel shall be responsible for medications that are self-administered by a student or administered by a legal parent.
9. Whenever possible, medications should be administered by the legal parent or guardian outside of school hours. If medication must be administered during school hours, it shall be stored in an area designated and secured by the District. Prescribed inhalers are maintained with other medications unless the licensed healthcare professional authorized to write prescriptions and legal parent or guardian have authorized the student to carry the inhaler for self-administration.
10. Medication of a non-oral nature will be administered by a school nurse or the approved, appropriately instructed designee.
11. Emergency medications: Diastat, Epi-pen, Glucagon, and like or similar medications, will be administered according to District protocols.
12. Only oral medication may be administered by school personnel designated as friends by the legal parent or guardian.
13. A student who takes medication and participates in a school-sponsored activity, including field trips, must notify the sponsor, coach, or chaperone of the activity that the student requires medication. Notification may also be given by the student's legal parent or guardian. The student, legal parent, or guardian must provide any necessary medication to be administered during the activity. A properly executed Authorization for Administration of Medication must also be provided.
14. The District, upon a student's transfer to another school in the District, shall provide the Authorization for Administration of Medication and other cumulative health folder information to the school to which the student transferred. Records of medication administration shall be maintained at each school.

15. Incoming students transferring from another school district will be required to obtain a current Authorization for Administration of Medication from their physician within thirty days of enrollment in a District school. Temporary authorization shall be granted upon receipt of a properly executed authorization from the former school district.

Medication may be administered only upon proper authorization that includes the following information on required form JHCD-E, Authorization for Administration of Prescription Medication:

1. Name and Grade of Student;
2. Condition for which Medication is prescribed or dispensed;
3. Name of Medication;
4. Dosage of Medication;
5. Time(s) to be administered;
6. Proper storage or security information;
7. Specific precautions and actions to be taken;
8. Licensed healthcare professional signature and date;
9. Legal parent or guardian's signature and date, and,
10. Legal parent or guardian's contact information.

Legal References Rehabilitation Act of 1973, Section 504

Individuals with Disabilities Education Act

Wyo. Stat. § 33-21-120 Wyoming Nursing Practices Act

Wyo. Stat. § 33-21-154

Adopted: 10/22/73

Revised: 04/28/97 04/15/02 12/08/08 11/22/10

Sweetwater County School District Number One:

State of Wyoming

Board Policy: File JHCD

### **STUDENT PROTECTION** **YOUTH-AT-RISK**

The Board of Sweetwater School District Number One defines youth-at-risk as any child or youth in grades K-12 who is at great risk of not meeting the standards at a proficient level or not becoming economically or socially self-sufficient as a citizen due to a set of causal behaviors and/or dynamics such as community or family environmental factors, low economic status, or school related factors. These factors may lead to school failure, substance abuse, violence, gang membership, suicide, or other negative life choices. At-risk behaviors range from low at-risk to high at-risk.

Early identification of risk factors helps indicate appropriate solutions, which range from prevention to intense intervention for specific student needs.

The district recognizes the following as "red flag" behaviors when the behaviors are demonstrated consistently over time:

1. Tardiness;
2. Absenteeism;
3. Acting out behaviors;
4. Lack of motivation;
5. Poor grades;
6. Truancy;
7. Low math and reading scores;
8. Failing one or more grades;
9. Lack of identification with school;
10. Failure to see the relevance of education to life experiences;
11. Boredom with school;
12. Rebellious attitude toward authority;
13. Verbal and language deficiency;
14. Inability to tolerate structured activities; and
15. Being two or more graduation credits behind one's age group.

In order to provide at-risk students with the opportunity to achieve district exit student standards, Sweetwater School District Number One offers comprehensive risk focused programs and strategies.

All SD#1 youth-at-risk programs shall have the following components:

1. Identification procedures that are based on behaviors and causal factors established by current research for the target population.
2. A continuum of school-based intervention tutoring, remediation, education/prevention, early intervention, referral for services to agencies outside the district, placement in alternative educational/residential settings, or other intensive interventions appropriate to the youth's developmental level(s).
3. Approaches to developing intervention plans for the best education of the student, which involves collaboration among the student, the parents/legal guardians, classroom teachers, counselors, other relevant district resource personnel, and/or appropriate agencies from outside the district.
4. Continuous methods of assessing student progress and evaluating the effectiveness of program services.
5. Continuous reporting of student progress to district level administration.
6. Staff development opportunities for staff to acquire the knowledge and skills required to work successfully with youth-at-risk.

Adopted: 02/10/97

Revised: 3/10/03

## **Interviews, Interrogations, Searches and Law Enforcement Relations**

### **Investigation by School Officials**

Sweetwater County School District Number One, State of Wyoming has certain legal rights and responsibilities with respect to the schools, school property and students.

The District stands "in loco parentis" (in the place of the parent), giving the District the ability to supervise students under the District's physical custody and control. School administrators may interview students regarding matters of school discipline. The District may request the participation of law enforcement officers during interviews regarding matters of school discipline. Students subject to school discipline shall be accorded the due process rights identified in Policy File JFC.

The District reserves all of its rights of inspection or search of school premises, including student lockers which are temporarily assigned to student use for the storage of books, clothing and other lawful articles. The District's authority to inspect or search school premises may be exercised in the interest of protecting students, maintaining discipline, protecting the academic environment, and student or school property.

Search of a student's personal possessions or person, without consent, requires that "reasonable grounds" exist to protect each child's constitutional rights and to act in the best interests of the school and all other students. School authorities base "reasonable grounds" on the observation of specific and describable behaviors that lead someone to believe that a student or group of students is engaging in or has engaged in prohibited behavior, such as a violation of law or rules of student conduct in the District.

When reasonable grounds are present, school authorities can conduct a search, reasonably related in scope to the objectives sought, without a student's consent.

Without "reasonable grounds," student consent for a search may be obtained from the student. Student consent should be knowingly and voluntarily given.

Lockers are made available by assignment to a student as a privilege for the school year. Lockers are subject to inspection by school personnel at any time without notice. Misuse of locker privileges includes: storage, use or maintenance of products, substances or items deemed by the District to be inappropriate to the education, welfare, safety or morals of the student or other students. Misuse of locker privileges may result in disciplinary proceedings including, but not limited to, revocation of locker privileges and/or criminal prosecution.



Each student is responsible for the exterior and interior of his/her locker and should keep it neat, orderly, and clean. Students are discouraged from leaving articles of value or money in their lockers even if they feel their lockers are secure. Students should maintain the confidentiality of the lock combination. The District is not responsible for items lost or stolen from lockers.

Security screening, including the use of metal detectors and/or searches of bags and other personal property entering school premises, may be authorized by the District or building administrators to protect and maintain a proper educational environment for students without the necessity of individualized suspicion. All students, personnel of the District, and visitors to school premises shall be similarly subjected to security screening as deemed necessary.

#### Investigation by Law Enforcement.

The District recognizes the importance of an appropriate working relationship with law enforcement agencies or other legally authorized investigation agencies in our communities. District administrators shall sign complaints or other legal documents necessary to authorize law enforcement officers to prosecute criminal conduct or threatened criminal conduct against District personnel, students or property.

School Resource Officers are professional law enforcement officers assigned to schools of the District by their respective law enforcement agencies to promote a positive relationship with law enforcement among students, staff and parents. School Resource Officers serve as a law enforcement resource in school/community relations and provide information to students, staff and parents about community concerns such as drug or alcohol abuse, and child abuse or neglect.

School Resource Officers assist school administrators in providing security and maintaining discipline. School Resource Officers also serve as the liaisons between their respective law enforcement agencies and the District, helping to prevent criminal activity, conducting investigations of alleged criminal activity and enforcing applicable laws.

The District complies with all appropriate criminal warrants, subpoenas and similar legal documents presented by law enforcement officers. Under certain situations, law enforcement officers may utilize such legal documents to authorize interviews with a student, conduct a search, or take the actions permitted under the warrant or legal document. The District is not obligated to investigate the validity of such a legal document, unless there is a reasonable basis to believe the documentation is invalid. Any notices of legal rights to students, parents or other responsible parties under terms of a warrant, subpoena, or similar legal document shall be provided by the issuing court, prosecutor or law enforcement agency charged with such responsibility.

Law enforcement officers, acting in the scope of their duties, enjoy certain privileges not afforded to the general public. For example, school personnel may not hinder law enforcement personnel who state they are seeking to interview or arrest a criminal suspect or material witness who is believed to be on school premises. Similarly, school personnel will provide access to students when law enforcement personnel believe that a student is in danger of harm or could do harm to others. The District recognizes that particular privileges are granted by Wyoming statutes to law enforcement officers and the Wyoming Department of Family Services in the conduct of child abuse, child neglect or sexual assault investigations. The District grants deference to these law enforcement requests because of the exigency of the circumstances and the legal requirement to cooperate with law enforcement officers engaged in the performance of their duties.

When a law enforcement officer initiates a request to interview a student on District property during school hours, an administrator or designee shall escort the student to the interview and be present during the interview, unless restricted by court process such as an ex parte court order authorizing an interview. During such interviews, it is the responsibility of the law enforcement officer to advise the student of any applicable legal rights under criminal law and to obtain any necessary waiver of such rights. As soon as reasonably practical, following completion of the interview, the law enforcement officer or agency that initiated the interview request shall provide notice of the interview to the parents or legal guardians of the student.

Whenever a student is taken into custody by a law enforcement officer for an alleged act of juvenile delinquency or violation of criminal law and removed from school premises, the arresting officer is responsible to advise the student of any applicable legal rights and to obtain any necessary waiver of such rights. Furthermore, it is the responsibility of the arresting officer or the law enforcement agency to notify the student's parents or legal guardians of such custody and the nature of the alleged offense. To facilitate notice to the parents or legal guardians of the student by law enforcement, the school administrator or designee will provide any requested directory information disclosing the names of the student's parents or legal guardians and any address or telephone numbers listed. As soon as reasonably practical after the student's removal from school premises, the school administrator or designee will make reasonable efforts to notify the parents or legal guardians of the student's custodial removal from school premises and identify the law enforcement agency involved, unless limited by applicable law or court process.

Adopted 0728/77

Revised 03/11/96 01/08/97 02/25/02 06/10/02

Legal References: Policy File JFC

Wyo. Stat. §

Wyo. Stat. § 14-3-205(a)

Wyo. Stat. § 14-3-206(a)

Wyo. Stat. § 14-3-406

Wyo. Stat. § 14-3-411

18 U.S.C.A. § 5033

Family Educational Rights and Privacy Act

Sweetwater County School District Number One State of Wyoming  
Board Policy JFG

### **COMPUTER NETWORK AND INTERNET ACCESS** **AUTHORIZATION FOR NETWORK/INTERNET ACCESS**

- A. Definition. The Network/internet refers to the global network of computers created by the interfacing of smaller contributing networks. Its services are intended to support curriculum, instruction, open educational inquiry and research, and legitimate business

interests of Sweetwater County School District Number One, State of Wyoming ("the District "). In this document, "Network/interface Access" refers to all information accessed through the use of the District's equipment and resources for connection to and use of the Network/internet online services, including, but not limited to, electronic mail ("e-mail"), messaging systems, collaboration systems, social networking, bulletin boards, and network conferencing systems.

- B. **Philosophy of Network/internet Use.** The goal of the District is to include appropriate Network/internet access in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication including access to online libraries and databases for educational or research use. All use of District Internet access and District networks will conform to the requirements of all District Policies. Access to the Network/internet must be for the purpose of education, research or legitimate business interests of the District, and must be consistent with the educational objectives of the District. The Network/internet access is provided knowing that some information provided by institutions and individuals available online may include material that is not for educational or research use in the context of a public school. Some information may be inaccurate, abusive, profane, sexually oriented or otherwise in violation of applicable law. The District supports responsible use of the Network/internet and does not condone or permit the use of inappropriate material.
- C. **Authorized Users.** Administrators, teachers, other employees of the District, and students may be authorized to use the Network/internet, which includes all information accessed by Network/internet sites, e-mail, online services, and bulletin board systems. Access to the Network/internet is granted as a privilege, not a right. Individual users of the Network/internet consent and agree to use the Network/internet in an appropriate and responsible manner and by their use, behavior or communication shall not violate any Policy of the District or applicable law. Access to the Wyoming Equality Network and the Sweetwater #1 Network is coordinated through various government agencies, regional networks, and private entities. Authorized users consent and agree to follow applicable guidelines of each respective agency, network or entity providing Network/internet access.
- D. **Students.** Each student is deemed to have consent and authorization from his or her parent(s) or legal guardian(s) for Network/internet access prior to using the District's Network/internet connection. Any student of legal age or his or her parent(s) or legal guardian(s) may withdraw consent and authorization for Network/internet access for the current school year by completing the STUDENT'S WITHDRAWAL NETWORK/INTERNET ACCESS form and submitting it to the school where the student is enrolled.

### **STUDENT USE OF THE NETWORK / INTERNET**

The following safety and acceptable-use provisions with respect to Network/internet use should be discussed by parent(s) or legal guardian(s) with their students, and students agree and consent to abide by such provisions:

1. The Network/internet may only be used for appropriate educational purposes.
2. The Network/internet may be used to collaborate with others for educational or research purposes.

3. Students should not divulge personal information such as social security numbers, personal addresses, personal telephone numbers, parents' work addresses or telephone numbers without parental permission.
4. Students should tell their parents, school administrators or teachers immediately if they come across any information that makes them feel uncomfortable or that they find threatening.
4. Students should never agree to get together or meet someone that they "meet" online without first checking with their parent(s) or legal guardian(s).
5. Students should never send anyone their picture or any other item without first checking with their parent(s) or legal guardian(s).
6. Students should tell their parent(s) or legal guardian(s) immediately if they receive any such message.

## **PRIVACY**

Users will have no expectation of privacy regarding files or messages stored on District-based computers. Electronic messages and files stored on school-based computers or stored outside of school using the District's Network/Internet account are deemed to be property of the District. Consequently, users should not have any expectation of privacy with respect to their files or messages. The System Administrator, Building Principal and his/her designees may review files and messages at any time to maintain system integrity and insure that the users are acting responsibly. The District utilizes technologies to remotely monitor and manage users. The District reserves the right to capture any and all packets traversing the Sweetwater #1 Network.

In compliance with the Children's Internet Protection Act (CIPA) Sweetwater County School District Number One, State of Wyoming uses specific technology protective measures to block or filter access to inappropriate matter or visual depictions prohibited by law.

## **UNACCEPTABLE USE OF DISTRICT COMPUTER NETWORK AND INTERNET**

Uses which are unacceptable under the Policy because they cause substantial disruption of the proper and orderly operation and discipline of the school, violate the rights of others, constitute socially inappropriate use, are inappropriate due to the maturity level of the students, or are primarily intended as an immediate solicitation of funds, include, but are not limited to, the following:

1. Using the Network/internet for any illegal activity, including violation of copyright, intellectual property rights, or other contracts or transmitting any material in violation of any United States or State law or regulation, or District Policy;

2. Using, sending or receiving copyrighted material in violation of the copyright;
3. Unauthorized downloading of software, scripts, music or any other document or file, regardless of whether it is copyrighted;
4. Using the Network/internet for private, financial or commercial gain;
5. Gaining unauthorized access to resources or entities, including, but not limited to, other student files, teacher files, confidential information and student record data;
6. Invading the privacy of individuals, including revealing the personal addresses or telephone numbers of students, teachers or administrators;
7. Circumventing security, filtering and/or authentication measures, including using another user's account or password;
8. Posting materials authored or created by another without his/her consent;
9. Posting anonymous messages and/or falsifying one's identity to others while using the system;
10. Using the Network/internet for commercial purposes or private advertising, solicitations, promotions, destructive programs (viruses or self-replicating code) or any other unauthorized use;
11. Accessing, searching, submitting, posting, publishing, transmitting, receiving or displaying pornographic, indecent, obscene, lewd or vulgar content, or foul, profane or abusive language;
12. Submitting, posting, publishing or displaying libelous material;
13. Using the Network/internet while access privileges are denied, suspended, or revoked;
14. Using the Network/internet in any way that would disrupt its use by other users, including but not limited to "chain letters," uploading or creating computer viruses or self-replicating code, and any other attempt to harm or destroy data of another user, the Sweetwater #1 Network any other network or system connected to the Network/internet;
15. Using the Network/internet for the purpose of harassing, torturing, tormenting or abusing other users or other individuals;
16. Installation of unauthorized software on District computers and networks;
17. Use of the system to alter documents or records, create a forged instrument or otherwise commit forgery;
18. Accessing the Network with unauthorized devices connected via Ethernet, USB, FireWire, Blue Tooth, Thunderbolt, IEEE 802.11x(a, b, g or n), Infrared or any other wireless signals;
19. Using Bootable devices (e.g. USB devices, CD's, DVD's Firewire devices, External Hard drives) to gain access or alter the function of a computer or a network;
20. Accessing or using personal and 3rd party email accounts (the District will provide all students in grades 5 through with an email account to be used in the educational setting);
21. Participating in online chat rooms or using instant messaging for non-educational purposes;
22. Using District computers and networks for non-educational purposes (e.g. games, gambling, role playing and multi-user scenarios and games).

## USE OF DISTRICT COMPUTING AND TECHNOLOGY EQUIPMENT

Students must use district computing and technology equipment in a responsible way. Students damaging District computers, mobile devices or technology equipment will be responsible to pay for repair(s) or replacement(s). Legal parent/guardian of students participating in a one-to-one laptop or mobile device program(s) will be required to sign a contract detailing the guidelines for laptop use as well as care of the laptop or device.

## USE OF PERSONAL COMPUTING & NETWORK ACCESSIBLE EQUIPMENT

Personal Computers, Mobile Devices or other network accessible devices (owned by the student) may be used on school premises only after receiving approval by the building administrator and the classroom teacher. The District encourages the use of Personal Devices to assist with a student's education. Personal devices may NOT be connected to the district network until they have been inspected and verified by the Information Technology Department. Some devices will be required to have Anti-Virus software, Anti-Spyware software and Firewall capabilities. The District reserves the right to determine the best method for connecting, controlling and servicing these devices. Devices not conforming to this policy will be denied access.

## USE OF COLLABORATION TECHNOLOGIES FOR EDUCATIONAL PURPOSES

The District will utilize controlled and public collaboration technologies. These technologies may include but are not limited to (Podcasting, Blogging, Wikis, Video Conferencing, Instant Messaging, RSS Feeds, Personal Learning Networks, Social Networking, etc.). Students will be instructed on the proper use of these technologies. Students using these technologies in an unsafe, inappropriate or offensive way will forfeit their right to participate and use these collaboration technologies.

## DISTRICT ASSIGNED SERVER ACCOUNTS AND EMAIL ACCOUNTS

The District may elect to assign students email accounts and server accounts for storage and management of classroom work. Email accounts are for education purposes only. These email accounts will be subject to filtering and random monitoring. Student server accounts will also be subject to random monitoring. Any student violating this policy or abusing the use of these accounts will have their account(s) suspended. Students should never share server or email passwords. Student email accounts and server accounts will be archived per the District's Electronic Document Storage & Retention policy.

## SECURITY

Security is a high priority. If the user can identify a security problem on the Network/internet, the user must notify the supervising teacher, Building Principal, or System Administrator. The user may not demonstrate the problem to other users and must keep their account and

password confidential. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. Any user identified as a security risk may be denied access to the Network and/or Internet.

## NO WARRANTIES

- A. The District makes no warranties of any kind, whether expressed or implied, for the service of providing Network/internet to its users, and bears no responsibility for the accuracy or quality of information or services or the loss of data. The District will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed- deliveries, or service interruptions caused by the District, 3rd parties or users' errors, omissions, or negligence. A user's ability to connect to other computer systems through the Network/internet or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems. Use of any information obtained via the Network/internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Network/internet.
- B. The District assumes no responsibility for any authorized charges or fees, including telephone charges, long distance charges, per minute surcharges, data plan charges and/or equipment or line costs.

## INDEMNIFICATION

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees incurred by the District relating to, or arising out of, any violation of this Policy and any unauthorized charges or fees, including, but not limited to, telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

## COOPERATION WITH INVESTIGATIONS

The District reserves the right to cooperate fully in any investigation requested by parties alleging to be impacted by the conduct or use of computer equipment on the Network by any user and further reserves the right to turn over any evidence of illegal or improper activity to the appropriate authorities.

## ENFORCEMENT

The failure of any user to abide by this Policy will result in the denial, revocation, or suspension of the Network/internet privilege, disciplinary action, and/or appropriate legal action. Denial, revocation or suspension of the Network/internet privilege and/or disciplinary action will be determined by the Building Principal or his/her designees.

LEGAL REFS.: Children's Internet Protection Act, Public Law 106554, 47 U.S.C. § 254

Adopted: 1/22/96

**Withdrawal of Network / Internet Access**

SWEETWATER COUNTY SCHOOLDISTRICT NUMBER ONE STATE OF WYOMING  
STUDENT'S WITHDRAWAL OF NETWORK/INTERNET ACCESS

The undersigned agree that we have read Policy File JFCM, Computer Network and Internet Access and Use, of Sweetwater County School District Number One, State of Wyoming ("the District"). Under terms of that Policy, the undersigned on behalf of, a student of the District, hereby withdraws permission for the above named student to use the Network / Internet Access provided by the District or through SSI) NetOne for the school year or until such time as this withdrawal of permission is revoked in writing by the undersigned. In making this decision, the undersigned acknowledge that certain educational opportunities may be limited or unavailable due to the student's inability to use the Network / Internet and release the District from any claim, damage or liability resulting therefrom.

(Signature of Student)  
(Signature of Parent/Legal Guardian)

(Date)  
(Date)

Reviewed: 2/9/15

Sweetwater County School District Number One State of Wyoming  
Board Policy JFCM-E

**DISTRICT NETWORK USE POLICY**

The District Network Use Policy specifically states the guidelines for use of the District network.

Violations of District Policy JFCM will result in the following actions:



First Offense: A student who violates Policy JFCM in grades kindergarten through twelve (12) shall be disciplined at the discretion of the building principal.

Second Offense: A student who violates Policy JFCM in grades kindergarten through twelve (12) shall be disciplined for up to three (3) days suspension and may receive additional disciplinary action.

Third Offense: A student who violates Policy JFCM in grades kindergarten through twelve (12) shall be disciplined for up to five (5) days suspension and may receive additional disciplinary action.

Fourth Offense: A student who violates Policy JFCM in grades kindergarten through twelve (12) shall be disciplined for up to ten (10) days suspension and may receive additional disciplinary action.

Note: Depending on the severity of the misbehavior, any of the above consequences may be assigned to the student. Additional disciplinary action may consist of classroom discipline, suspension, expulsion, and loss of Network/Internet privileges for up to the remainder of his or her education career in the District due to violation of District Policy JFCM.

Adopted 04/16/97

Revised 2/9/15

Sweetwater County School District Number One State of Wyoming  
Board Policy JFCM-R



# IN AN EMERGENCY TAKE ACTION



**HOLD! In your room or area. Clear the halls.**

**STUDENTS**

Clear the hallways and remain in room or area until the “All Clear” is announced  
Do business as usual

**ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



**SECURE!**  
**Get inside. Lock outside doors.**

**STUDENTS**

Return to inside of building  
Do business as usual

**ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



**LOCKDOWN! Locks, lights, out of sight.**

**STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

**ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



**EVACUATE! (A location may be specified)**

**STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

**ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



**SHELTER! Hazard and safety strategy.**

**STUDENTS**

Use appropriate safety strategy for the hazard

**Hazard**

Tornado Evacuate to shelter area  
Hazard Seal the room  
Earthquake Drop, cover and hold  
Tsunami Get to high ground

**ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



# Sweetwater County School District Number One



**Mission:** To provide a quality education for all students.

**Vision:** As an innovative District, united with our community, we empower and inspire all students to academic excellence in pursuit of their interests and passions.

We have received a copy of the Sweetwater County School District Number One Elementary Parent-Student Handbook. We have read and discussed the policies and procedures of Sweetwater County School District Number One as outlined in this handbook. We understand the procedures and consequences for violation of such policies. Additional District policies may be viewed on the District website.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date