

## Rocky Mountain Middle School Student Handbook 2008-2009

**The Mission of Big Horn County School District Number One is to equip all students with the knowledge, skills, and attitudes necessary for success.**

### ATTENDANCE

**Board Philosophy.** Because the Board recognizes the importance of regular attendance if students are to attain maximum benefit from the educational process and the necessity for them to develop good attendance habits, students are expected to meet minimum attendance requirements as well as regular academic requirements in order to earn credit for classes.

**Purpose.** The purpose of this regulation is to define the minimum attendance requirements necessary to satisfactorily complete and earn credit in classes.

**Process.** Minimum attendance requirements in the schools of Big Horn County School District Number One shall be administered by an absence score system in which any student who accumulates eleven (11) absence points in a class in a semester shall not be deemed to have been in attendance a sufficient number of times to satisfactorily earn credit for the class. Students who accumulate 5.5 points in any class during a nine week period **will be required to make up time during the Friday extended school day** or at the discretion of the school.

**Absence Points.** Absence Points shall be given on an individual class basis as follows.

<b><u>Type of Absence</u></b>	<b><u>Points</u></b>
Excused	1
Unexcused	2
Tardiness	.5
Suspension	1
Medical	0
Bereavement	0
School Sponsored	0
Legally Caused	0

**Excused Absence:** Parents are responsible for their children before they actually come to school. Parental reasons for keeping a child home from school on a given day are presumed to be valid, and will be considered excused absences. However, parents are expected to provide an oral or written excuse to the school for their child's absence.

**Unexcused absence.** Means not attending one or more classes and being unable or unwilling to provide verification of parental approval of the absence, or leaving the school campus or missing a class for any reason without obtaining prior permission from the proper school authority. Students who fail or refuse to do this shall also be subject to regular school disciplinary measures.

**Tardiness:** A student arriving in class later than the time set for that class to begin. Tardiness of more than ten (10) minutes shall be counted as an absence for purpose of this policy.

**Medical Absence:** Absence from one or more class periods due to medical problems which result in a visit to a health professional's office, clinic, or hospital. A note from the health professional or their secretary

must be presented to the school for verification. Student's with chronic health problems which reoccur periodically, but which do not require immediate medical attention must have a medical professional's statement on file in that student's school records verifying the condition.

**Bereavement Absence:** Absence from one or more class periods due to a death in the student's immediate family. Immediate family shall be defined as the same as for district employees in the Board Policy Manual, File GCBD/GDBD. A maximum of five (5) days per incident shall be allowed for bereavement absence.

**School sponsored Absence:** Absence from one or more class periods as a result of participation in official school activities as defined in the Board Policy Manual, File: IGD-R, as approved and announced in advance by the school principal.

**Legally Caused Absence:** Absence from one or more class periods due to legal action, which may require the student to miss school.

### **Steps to follow when absent**

**Have parent or guardian write an excuse giving your name, date, days absent, reason for absence and his/her signature.** Parents may call and report a student's absence by phoning the school between 8:00 and 8:30 a.m. . You may call the school using our 800 number which is: 866-294-1950. If parents forget to call, the school will attempt to confirm the absence by phone. **If not notified when a student is absent, the school will consider the absence as UN-excused until notified by a parent.**

1. Present excuse at the office and get an admit slip. **You have one day for each day absent to make up any work you missed while absent.** (Each student is responsible for seeing that make-up work is completed.)
2. If parents need to be out of town, please advise the school of the name of the guardian while they will be away. A signed, note is the best way to notify the school.

### **Leaving Class**

Students are expected to be in class when the bell rings. Any student in the hall after that time should have their planner signed by the teacher. Students that do not have their planner will be asked to go back to their class immediately.

### **Leaving School**

If it is necessary for a student to leave school, he/she must have written permission from their parent or guardian. For the safety of our students, notes are not accepted from grandparents, brothers, sisters or friends. Students need to present their note to the office prior to their departure from school to secure a permission to leave the building slip.

## **PARENTAL RESPONSIBILITIES**

### **Parents Leaving Town**

Parents, please notify the school when you are planning to be out of town and send a note stating the person/persons who will be caring for your child/children. Plan ahead to make sure that doctor's appointments, field trip and school lunches are taken care of.

### **Medication**

Students needing occasional medications, such as penicillin, etc., are to take these medications at home if possible. Medications that are prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a "Request to Administer Medication to a Student" form. We have the forms available in the office. When a parent requests the school to administer

medication to a student, they must bring the medication to the school in the vendor's container with the label showing the manufactures and or physicians directions and recommended dosage. The school will not exceed the recommended dosages shown on the label without written authorization from the child's physician. A record of administration shall be maintained on the form and kept in the office. The school WILL NOT provide any kind of medication (Tylenol, cough drops etc.) for the students.

### **Change of Student Information**

It is imperative that the school office be notified immediately for a change of address, home or office telephone number, or emergency information during the academic school year.

### **Supervision of Children at School Activities**

Your participation in positively promoting your child's efforts in extracurricular activities is important. We encourage families to attend athletic contests, musical events and many other activities throughout the school year. When you attend a school activity it is your responsibility to supervise your children. If a child becomes a problem they will be asked to stay seated with their family. If this would happen again they would be asked to leave.

### **Inclement Weather**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the students' safety. It is the parent's/guardian's responsibility to monitor news reports via the television and radio stations. Announcements are normally broadcasted on the local TV and radio stations. (KPOW 1260 am-Powell, KKLX 96.1 fm-Worland or KWOR 1340 am-Worland)

Buses will not travel on dirt roads when they are extremely muddy. Parents may be asked to bring their child to the nearest paved road in adverse conditions.

## **SCHOOL & PERSONAL PROPERTY**

### **Textbooks and Supplies**

All basic textbooks are loaned to the students for their use during the school year. The student will be required to replace any lost or damaged books. This cost will be at replacement cost to the district. All other supplies, such as paper and pencils or pens will be supplied by the student.

### **Lockers**

Lockers are school property and may be inspected and the contents reviewed by the administration. You cannot change lockers at any time unless you have permission from the office. The student will pay for any damage done to your locker. The school is not responsible for items missing from your lockers, so all students please supply a combination lock for your locker to make sure your books and supplies are secure. We will use combination locks only.

### **Cell Phones, pagers or other electronic Communication Devices, CD Players, MP3 Players and Toys**

Students are not allowed to use any of these devices while on school property during the regular school day & (or) during school activities unless approved by a supervisor. If a student needs to bring a cell phone for after school use they need to turn it into the office at the beginning of the day or give it to the supervisor/coach at the beginning of a school activity such as sporting events. If a devices is confiscated a parent will be required to come to the school to retrieve it at the discretion of the principal. The Student may also receive points in the book.

### **Backpacks & Coats**

Backpacks and Coats are to be kept in the student's locker, for the safety of all the students.

**Bicycles:** The school is not responsible for damage done to bicycles.

## **Library Services**

The library is open to students from 7:45 a.m. to 3:45 p.m.

## **School Lunch**

School lunch prices are \$2.10 per meal for students 6-12 and \$3.25 for adults. Breakfast will cost \$1.00 for students and \$2.25 for adults. **Meals must be paid for in advance.** Parents will be notified if a balance is owed. Students can pay for individual meals daily, weekly or monthly. We prefer monthly. Students owing more than \$10 will not be served lunch until their bill is paid. Students will not be allowed to have seconds if they have a zero or negative balance. They will have to bring money each day for their lunch or bring a sack lunch

Applications for free and reduced priced meals are available and are sent out by the district office at the beginning of every school year. Additional copies are available in the office.

Please conduct yourself in a mature manner when in the lunchroom.

## **GRADING & RELATED ITEMS**

### **Grading System**

The evaluation and monitoring of student progress and achievement is one of the important functions of an effective school. Each nine-week period the teachers send out a report card to let the parents and students know how they are progressing.

<u>Letter Grade</u>	<u>% Equivalent</u>	<u>Grade Points</u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	0.0
F	0-59	0.0

### **Assignments**

Students enrolled in any of the schools of Big Horn County School district #1 are expected to complete all class assignments promptly within the time frame specified by their individual teachers. To receive credit for an assignment, the work must be completed and handed in to the teacher on or before the specified due date. Teachers may reduce credit or give no credit in accordance with the following:

1. Excused Absence – Students whose absence is “excused” are encouraged to make up their work in advance when they can; otherwise they shall be given one additional day for each day of absence to make up their work and receive full credit.
2. School-Sponsored Absence – Students who are absent from class because of school-sponsored activities shall make up work prior to their absence to receive full credit for their work. Make up work handed in after the activity shall be considered late and shall not be given full credit. However, the reduction of credit shall not be greater than what would be given for any other work, which is handed in late for the same class.
3. Unexcused Absence – Students who miss class for any reason, which is “unexcused” as defined by district policy, shall not be allowed to make up work missed during their unexcused absence.
4. Suspended Students – Student who have been suspended out of school shall be allowed to make up all work missed and receive partial credit. Work submitted shall be considered late and shall not receive full credit; however, the reduction in credit shall not be greater than what is given for any other work which is handed in late in the same class.

**Honor Roll:** An honor roll will be published at the end of each nine weeks-grading period. This is an average based upon the student's letter grade. No student with a D or F on his or her report card will be eligible for the honor roll. We have two honor rolls, an Exemplary Honor Roll requiring a grade point average of 3.75 grade point average or better, and a Superior Honor Roll requiring a 3.5 to 3.74 grade point average.

### **Rewards**

We have developed a reward system, which will reward the students for their good grades and behavior. We have the DaBears Club, Honor Roll, Student of the Week, ABBIT, Grizzly Pride and Grizzly Merits. To qualify to be in the DaBears students have to have passing grades, they cannot have 5 or more tardies, can only have 1 discipline point, can only be ineligible 1 time, no category 3's, no ISS or OSS during the nine week period.

## **MISCELLANEOUS**

### **School Hours**

School hours are from 7:55 a.m. until 3:15 p.m. each day. Students should NOT arrive earlier than 7:45 a.m. or remain on the campus later than 3:25 p.m. unless they are participating in a supervised school activity. SCHOOL DOORS WILL NOT OPEN UNTIL 7:45 a.m. EACH SCHOOL DAY. Supervision WILL NOT be provided for students who arrive before 7:45 a.m. or remain later than 3:25 p.m. These procedures are designed for the safety and well-being of the student.

### **Telephone**

Students **will not** be allowed to use the office phone for personal calls except in the case of emergency and with staff permission. In the event a student receives a call he/she will be called out of class only in the case of an emergency. A message will be taken and given to the student to be handled between classes, during lunch hour, after school or during breaks.

### **Peer Mediation Program**

Mediation is a meeting where students can resolve disputes by talking with each other and to the Mediators. Peer Mediators will listen to each student without taking sides and help everyone look for a resolution to the situation. Mediators will not force an agreement on the students. Students talk one at a time, calmly and clearly. Peer Mediators do not allow physical force. Mediation is confidential. What you say in mediation is not repeated to other students or teachers. However, the Mediators are obligated to share information with the Guidance Counselor and a report of the mediation agreement will be sent to the Principal. Students agree to work with the Peer Mediators to reach an agreement that they will sign and by which they will abide.

### **Field Trips**

Field trips are an important process of education. Any student that is required to go on a field trip must fill out a field trip permit slip and his/her parent must sign it. The student should also have a completed and signed medical release form, on file in the office, in case of an illness or accident while engaged in the field trip activity.

### **Student Appearance**

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress, makeup or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Students may be requested to change inappropriate clothing. Parents may have to be notified for assistance

in acquiring appropriate clothing.

For clarification, the following are examples of clothing that are not acceptable at RMMS:

- A. Clothing which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, which promotes the use of drugs, alcohol, or gang activities, denigrate others on account of race, color, religion, creed, nation origin, gender, sexual orientations, or disability, are contrary to the school's educational mission.
- B. Immodest or inappropriate clothing. This includes:
  - 1. Tattered clothing or clothing with holes in revealing places
  - 2. Dresses, skirts, and shorts that are inappropriate because of length (at least as long as length of fingers when resting at side of body)
  - 3. Sheer material unless a tee shirt is worn underneath
  - 4. Clothing that does not TOTALLY cover midriffs and underwear
  - 5. Tank tops, belly shirts, tube tops, shoulder-less tops, net tops, halter tops, and plunging necklines (front & back)
  - 6. Spaghetti straps unless covered by another shirt
  - 7. Hats, caps and bandanas
  - 8. Sunglasses, unless prescription
- C. Unsanitary clothing that poses a health problem.

While the vast majority of our students dress in a fully appropriate manner, we must remain vigilant to ensure a wholesome school atmosphere for all. Please review the examples, if you have any questions please feel free to talk to the principal.

### **Visitors (Student & Parent)**

We welcome visitors to our school. Please check in the office upon entering the building and obtain a visitors pass. This ensures the safety of our children at school. As per Policies and Regulations File: KK

It is the policy of the Board to encourage parents and other citizens of the district to visit classrooms at any time to observe the work of the schools. The Board believes that there is no better way for the public to learn what the schools are actually doing.

Students having guests or friends who would like to visit the school must make arrangements with the principal at least one day in advance. Visitors are expected to observe all school regulations and will be admitted only for one day. Any guest must be of school age.

### **Fire or Evacuation Drills**

Fire drills are held at irregular intervals throughout the year, with a minimum of one per month. Students will need to follow the Time to Teach rules, which they will be taught.

- 1. Check with the teacher for the evacuation procedures of each classroom.
- 2. Walk. No talking. Move quickly to designate area.
- 3. Stay in the area until the teacher gives permission to go back to the classroom.

### **Substitute Teacher Courtesy**

Any student who refuses to obey a substitute or shows disrespect for the substitute will be sent to the principal and will be given points in the discipline book.

### **Student Eligibility Policy**

The following eligibility policy has been established so students and parents will be aware of the expectations of Rocky Mountain Middle School for participation in athletics and other activities.

In order to participate in athletics and other activities, a student must:

1. Have a grade of C (70%) or better in all classes. Students are considered ineligible when they have a D or F in one or more classes. Ineligibles will be run weekly.
2. An ineligible notice will be given to each student who is ineligible. A letter will also be mailed home to the parents notifying them that their child is ineligible.

A student who is academically ineligible will not be allowed to attend **ANY** school sponsored events the week of the ineligibility. The week starts on Monday and ends the next Monday.

### **Homework Club**

We hold Homework Club Monday-Wednesday of each week from 3:15 until 5:00. All Students may attend so long as they behave and work productively. The activity bus will take them home at 5:00. Students will not be allowed to stay in Deaver after homework club unless we have written permission stating where they will be going.

### **Behavior Management Program**

The Middle school uses the behavior management program, **Time to Teach™**. This is a very common sense method of dealing with interruptions to the learning environment. The intention of the program is to eliminate classroom interruptions and in turn increase learning time. **Time to Teach™** simply sets specific classroom rules and routines that need to be followed so students can learn. All of the faculty, support staff and administration will be trained so a consistency of expectations will be followed by all. We have a video that shows an overview of the program available to view upon request. If a student's behavior deems it necessary for disciplinary measures the following rules will apply.

Students are expected to follow all school rules as well as District Policy. If students choose not to follow these appropriate classroom rules, District Policy and R.M.M.S. rules the teachers will determine the appropriate consequences. If a violation of policy takes place such as fighting, etc., the student will immediately be referred to the Principal for disciplinary action.

Each teacher will be responsible for his or her own classroom rules and they will be posted in the classrooms. This allows each individual teacher to adjust their classroom rules to comply with their individual teaching style and our performance based standards.

Upon enrolling at this school it is understood that discipline is the responsibility of the student.

### **Bus Regulations**

For the safety and welfare of student bus riders our school district has developed a transportation plan. Rules are posted on each bus and every student will receive a copy of the District Policy of bus rules. Parents please read these rules and discuss them with your child. Remember that riding the school bus is a privilege. All students are expected to comply with the printed school regulations as well as other commonly accepted standards of good behavior.

Only regularly scheduled bus students are to ride the bus unless they have permission from the office. Bus riders are asked to notify their bus driver on days that they do not plan to ride the bus.

An activity bus is provided for those students involved in athletics or other school sponsored after-school activity. All of the same bus rules apply to the activity bus riders.

Please see the District policy EEA-R Sections 9 & 10 (Student Conduct on Busses) on page 10.

## **DISCIPLINE POLICY**

The student discipline policy is not intended to remove any disciplinary procedures or consequences from a building instructor. To the contrary, each staff member is expected to provide documented evidence of their efforts in reporting and any needed follow up data concerning their efforts in reporting the actions of each violation. This information will be of extreme value when the office is involved with any student's actions while they are enrolled at Rocky Mountain Middle School. A student may fall under this discipline policy while attending any school district event and while on school district policy.

**Law enforcement personnel may be called in at anytime to assist in dealing with any situation.**

### **CATEGORIES OF OFFENSES**

#### **Category I**

Running in the halls  
Horseplay, pushing tripping  
Not keeping your hands to yourself  
Inappropriate display of affection  
Possession of nuisance items (walkman, skateboards, electronic games, etc.)  
Being in a restricted area  
Violation of classroom rules  
Disruptive behavior  
Lying  
Littering  
Failure to serve assigned detention  
Not following directions in a timely manner  
Breaking cafeteria rules  
Food or drink out of cafeteria area  
Use of foul or obscene language not directed at any person  
Dress Code Violation  
Tardies  
Possessing Lighters & matches etc

**Note:** Category I will be handled by teachers who will contact parents if behavior continues. When the behavior becomes defiance of teacher authority and after a parent contact, the behavior becomes insubordination and then becomes Category II offense.

#### **Category II**

Staff referral to office (including before and after school, playground and lunch)  
Misbehavior in ISS (first offense)  
Truancy  
Destruction of school property/Vandalism  
Substitute Abuse (referral from a substitute)  
Leaving Class, campus or designated area without permission

#### **Category II (continued)**

Harassment/Intimidation: Written, verbal, and/or physical abuse towards another student (name calling, insulting language, hitting, etc.)  
Fueling the fire (students who instigate a fight, encourage others to fight, or encourage the fight by providing an audience)  
Defiance of authority/Insubordination  
Theft/possession of stolen property (possible Prosecution)  
(Circumstances could cause move to Category III)  
Skipping assigned extended day  
Selling items without permission  
Throwing any object  
Cheating-both giver and receiver receive a zero. However after remediation, student can take a standards test again and have an opportunity to pass the standard.  
Forgery

#### **Category III**

Misbehavior in ISS (second offense)  
Fighting  
Gambling  
Vandalism/Destruction of school property  
Profanity or disrespectful remarks, written or verbal, or gestures towards a teacher or staff member  
Arson, false fire alarm  
Substance abuse, real or placebo (fake drug)  
Sexual Harassment

#### **Behavior resulting in immediate Referral by the Principal to the Superintendent for Expulsion:**

\*Possession, threat, or use of a weapon  
\*Making life-threatening physical attempts or verbal or written life threatening statements towards any staff member or volunteer.  
Habitually Disruptive Behavior

## Consequences

Category I	Category II	Category III	Suggested Consequences
1 <sup>st</sup> Offense			1 Point in Discipline Book & One day ASDWT
2 <sup>nd</sup> Offense			2 Points Discipline Book & Two Days ASDWT- Parent Contacted
3 <sup>rd</sup> Offense -----▶	1 <sup>st</sup> Offense		3 Points Discipline Book Three Days ASDWT PC
	2 <sup>nd</sup> Offense		One Days ISS or One Days OSS PC
	3 <sup>rd</sup> Offense		Two Days ISS or Two Day OSS PC
	4 <sup>th</sup> Offense-----▶	1 <sup>st</sup> Offense	Three Days ISS or Three Days OSS PC
		2 <sup>nd</sup> Offense	Four Days OSS Possible referral to Superintendent by Principal PC
		3 <sup>rd</sup> Offense	Referral to Superintendent by Principal

ASDWT =After School Detention with Teacher

OSS=Out of School Suspension (results in grade of 0 for all work missed-board policy)

PC=Parent Conference

ISS=In School Suspension

- **Referrals after May 1<sup>st</sup> will result in loss of end-of-year activity in addition to the regular consequence.**
- **Principal has the right to review/revise all discipline actions based on individual basis**

**Section 9. Student Conduct on Buses.**

The right of students to ride a bus is based upon the continued observance of the rules and regulations. Bus drivers are responsible for the safety of their passengers. Students are expected to be obedient to the bus driver, and to observe the following regulations:

1. Students are to take their seats as soon as they get on the bus, and are not to move or change seats unless instructed by the driver.
2. The bus driver may wish to assign seats in the bus. The students shall take the seats assigned when told to do so.
3. Riders are to refrain from unnecessary conversation with the bus driver. Talking is permitted in a low conversational voice, but talking loudly or calling to people in other sections of the bus is not permitted. Obscene or vulgar talk or actions are absolutely prohibited.
4. The buses are to be kept clean. There is to be no throwing of any articles at any time. Food and drink carried on the bus shall remain in the proper containers. Students who ride the bus are to remove any articles that they take on the bus.
5. Students are not to extend hands, arms or heads outside of the windows.
6. Students are not to leave the bus without the driver's consent or until the bus reaches its intended destination. Students may not get off to ride in private vehicles at any point on the route without approval from their principal.
7. Any person willfully damaging or marring a bus will be held responsible, and will be expected to pay for the damage done.
8. Smoking, or any use of tobacco, controlled substances, and alcohol is prohibited on a school bus. No person may enter the bus that is under the influence of liquor or drugs, or who is known to be drinking.
9. Guns, (loaded or unloaded), shells, or any explosive articles are prohibited.
10. Animals are prohibited.
11. Pupils who are disobedient and refuse to cooperate may be denied the privilege of riding a bus. Suspension for disobedience may occur only at the home of the rider. To be privileged to ride again, the student must have written permission from the school authority in charge of transportation. Written notice of the action of the driver should be furnished to the parent, but such notice need not precede action by the driver.

**Section 10. Consequences for Bus Misconduct**

Proper student control on buses is essential to the safety and well being of all bus riders. The following procedures shall be adhered to in regard to student misconduct on the bus.

- a. Students shall be given a written copy of the rules and regulations regarding conduct on the bus.

- b. Parents and students shall discuss these rules. Both shall sign and return to the school a form indicating their intent to follow the rules.
- c. Drivers shall issue misconduct reports to students who misbehave.
- d. Each principal is responsible for the disciplinary problems that involve students enrolled in their school.

In all cases where a student’s conduct needs to be reported, drivers are to fill out a Bus Misconduct Notice. Misconduct Notices are to be given to the student and the appropriate principal. Action regarding each Misconduct Notice shall be as follows:

- a. Misconduct Notice # 1, Parent Notification: The student shall be transported home after receiving the first Misconduct Notice, and will be transported again when the driver receives the Bus Misconduct Notice signed by the parent.
- b. Misconduct Notice # 2, Parent-Principal Conference: The student shall be transported home after receiving the second Misconduct Notice and will be transported again when the parent has had a conference with the principal, and the principal notifies the driver that the student may ride the bus again.
- c. Misconduct Notice # 3, Three (3) Day Suspension of Riding Privileges: The student shall be transported home after receiving the third Misconduct Notice and will not be transported again for three (3) consecutive school days.
- d. Misconduct Notice # 4, Year Long Suspension of Riding Privileges: The student shall be transported home after receiving the fourth Misconduct Notice and will not be transported again for the remainder of the school year. Parents can appeal to the superintendent.

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
 Box 688  
 Cowley, Wyoming 82420  
 POLICIES AND REGULATIONS  
 File: ACA

**SEXUAL HARASSMENT**

Section 1. In accordance with applicable laws, Big Horn County School District Number One employees and students are prohibited from engaging in sexual harassment, retaliation against a person for exposing sexual harassment, or aiding or abetting sexual harassment of any student or employee.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes, but is not limited to,

- (I) Making submission to or rejection of such conduct the basis of employment decisions affecting the employee;
- (II) Creating an intimidating, hostile or offensive working or learning environment by such conduct;
- (III) Offenses of sexual flirtation;
- (IV) Advances or propositions;
- (V) A display of sexually suggestive objects or pictures;

- (VI) Demanding sexual favors accompanied by implied or overt threats; or
- (VII) Any other offensive or abusive physical contact

Section 2. Any employee or student who believes that he or she has been subjected to sexual harassment by any school employee or student shall report the alleged act immediately to his or her teacher, if a student, or to his or her immediate supervisor, if an employee. Or, as an alternative, he or she may report the alleged act directly to the District Human Rights officer, whose office is located at Cowley, Wyoming. The report should be in writing and provide specific details concerning the sexual harassment claimed.

Section 3. Upon receipt of any report of what is believed to be sexual harassment, the supervisor or other person notified should notify the superintendent, after which an investigation will be immediately undertaken. The results of the investigation, and if not completed, the status of the investigation will be discussed with the reporting party within five (5) days after the sexual harassment is reported.

Section 4. In the event a student believes he or his or her teacher has sexually harassed her, a student may report the incident directly to the principal. In the event any employee believes he or she has been sexually Harassed by his or her immediate supervisor, the employee may as an additional; alternative report the incident directly to the superintendent. In the event any person believes he or the superintendent is sexually harassing her, the incident should be reported directly to the Board of Trustees.

Section 5. No person who believes he or she has been sexually harassed shall be retaliated against for reporting such harassment.

Section 6. Any employee of the school district who is found after appropriate investigation to have engaged in sexual harassment of another employee or any student may be subject to immediate discharge. Any student of the school District who is found after appropriate investigation to have engaged in sexual harassment shall be subject to all possible disciplinary provisions for students, including suspension and expulsion.

Section 7. Any employee not satisfied with the decision and action taken by the administration, may petition the Board to take further action. Adopted June 9, 1988

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Big Horn County School District Number One  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
File: JFCJ

## **WEAPONS IN SCHOOL**

(Possession or Use of Weapons)

### Section 1. Definitions

- Items in the following categories are defined as weapons:
  - a. Type 1: Deadly Weapon means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, and animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury.

- b. Type 2: Articles other than firearms used or designed to inflict bodily harm and/or to intimidate other persons. Examples are knuckles, switch blade/butterfly knives, chains, clubs, stars etc.
  - c. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts. Combs pencils, pocketknives, files, compasses, scissors, etc.
- “Possession” means having a weapon actually in a students personal possession, or in their desk, or locker (or vehicle)
  - “Use” means threatening to or actually inflicting injury on another person with a weapon.
  - “Campus” means within the boundaries of real property used by the school district primarily for the education of students in grade kindergarten through twelve.

Section 2. Possession or use of weapons.

- “Possession” of a Type 1 or a Type 2 weapon on campus, or at a school district activity, or within any school bus is prohibited.
- “Use” of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

Section 3. Penalty

- Any student, who possesses, uses, transfers, carries or sells a deadly weapon on the school campus or on any school bus or while in attendance at any school activity, 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.
- A student in possession of a type 2 weapon shall be subject to administrative disciplinary action, which may include suspension or expulsion of up to one (1) year.
- A student using any type of weapon shall be suspended immediately from school and referred to the superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

Section 4. Expulsion Procedure

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

Section 5. Notification to District Attorney

- After the applicable notice and hearing requirements of this section are complied with, if it is determined that a student is to be expelled pursuant to Section 3(a) of this policy, the superintendent shall notify the District Attorney of the violation together with the specific act in violation of this subsection and the name of the student who is being punished pursuant to subsection 3(a) of this policy.

The school district shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in §921 of title XVIII of the United States. \* (See definition on reverse side)

Approved: December 15, 1993, Revised: September 8, 1994, Revised: May 11, 1995

File: JFC

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE Box 688 Cowley Wyoming 82420

POLICIES AND REGULATIONS FILE: JFC

## **STUDENT CONDUCT**

All pupils are expected to comply with the printed school regulations, as well as other commonly accepted standards of good behavior, pursue the required course of study, and submit to the authority of the administration and teaching staff of the school.

The superintendent and principal are authorized to suspend any pupil (not to exceed 10 days) for willful and continued infractions of approved rules of conduct.

The following constitute infractions of approved rules of conduct:

- 1 - Continued, willful disobedience, and open and persistent defiance of the administration or teaching staff.
2. The possession or use of tobacco (including chewing tobacco), alcohol, or illegal drugs upon school premises.
3. Habitual profanity or vulgarity.
4. Habitual truancy, tardiness, or skipping class. 5. Improper public display of affection.
6. Unauthorized use of vehicles during school hours including the noon hour.
7. Tampering with the fire alarm system.
8. Willfully cutting, defacing, or otherwise injuring in any way, property belonging to the school district.
9. Offenses punishable under the laws of the state when the nature of the offense is such that continuation of the child in school would clearly be detrimental to the welfare, safety, or morals of other pupils.
10. Torturing, tormenting or abusing a pupil or in any way mistreating a pupil or a teacher with physical violence.
- I 1. Any other behavior which in the judgment of school authorities is clearly detrimental to the welfare, safety, morals, or education of other pupils.

The above prohibited actions shall be printed in a handbook or other publication and made available to students and parents.

Adopted: 10/14/76 Revised: Date of Manual Adoption

### **(Use of Tobacco, Alcohol and Illegal Drugs)**

This regulation is issued to implement Big Horn County School District Number one Policy File JFC- Student Conduct, Item 2. The possession or use of tobacco (including chewing tobacco), alcohol, or illegal drugs upon school premises. The intent of this regulation is to prohibit the possession or use of tobacco (including chewing tobacco), or alcohol, or illegal drugs by students enrolled in grades K-12 in any school

under the control of the Board of Trustees of Big Horn County School district Number one in any of the following situations.

1. While riding buses from home-to-school or school to home.
2. While riding buses or other school vehicles to or from any school sponsored extracurricular activity.
3. While attending classes, moving to or from classes during regular school days.
4. While practicing for or participating in any approved extracurricular activity after school or on week-ends as a member of any school sponsored organization, either at our “home” schools or while away on trips.
5. While attending any extra curricular activity as a spectator or observer in any school under control of the Board of Trustees of Big Horn county School District Number one.

Any student who is proven to be in violation of this regulation shall be suspended from school for a period of three (3) school days. The suspension shall begin on the morning of the next regular school day following the violation. Staff members are expected to report suspected violations to the principal or his designee, and not to substitute their own classroom rules. When these violations are also violations of athletic training rules, they are to be dealt with as a separate matter.

### **Equal Educational Opportunities**

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of race, color, religion, national origin, sex, age, or disability, parenthood, marriage or for any other reason not related to his/her individual capabilities. File:JB Adopted: 10/14/76 Wyoming Education Policies Reference Manual, Code JB

### **PowerSchool**

Parents and students can access attendance, grades, lunch balances, school bulletin, teacher comments and set up email notifications through PowerSchool via the Internet. You will need a password and ID to be able to do this. We will send this information to you through the US mail, or you may contact the school to obtain it.

The website location is: <http://ps.bgh1.k12.wy.us> (do not use www. at the beginning of the web address)

### **District Calendar**

We have an online district calendar that you can access to find out all the activities going on in the school district. The website is: [http://prem.calendars.net/bighorn1\\_cal](http://prem.calendars.net/bighorn1_cal). You may also access it through the middle school’s daily bulletin by clicking on the blue link titled District Online Calendar.

### **District Website**

Our district website address is as follows:

<http://www.bighorn1.com/education/district/district.php?sectiondetailid=1>

You can find useful information pertaining to our district and each individual school on this site.

### **Toll Free Phone Directory for Big Horn County School District #1**

<b>Location</b>	<b>Local Number</b>	<b>Toll Free Number</b>
District Office	307.548.2254	866.633.9294
Burlington School	307.762.3334	866.405.5132
Rocky Mountain Elementary	307.548.2211	866.405.5134
Rocky Mountain High School	307.548.2723	866.294.1943
Rocky Mountain Middle School	307.664.2252	866.294.1950