

Rawlins High School ***Student Handbook***

2020-2021
Home of the



RHS Website: rhs.crb1.net

Carbon County School District One Board Members:

Mr. Matt Feldman
Ms. Pam Thayer
Mr. Trent Arnell
Mr. Mike Mann (Chairman)
Mr. Mike Young
Ms. Cheryl Engstrom

District Administration:

Mr. Michael Hamel Superintendent
Mr. Mike Maloney Director of Human Resources
Mr. Chuck Kern Curriculum and Instruction
Dr. Stacey Kern Director of Special Education

Administration and Office Staff:

Ms. Marnie Garner Principal
Ms. Stacey Peres Asst. Principal
Mr. Kasey Garnhart Activities Director
Ms. Shelly Seldomridge Registrar
Ms. Amanda Hartman Activities Secretary
Ms. Afton Koontz Attendance Secretary
Ms. Brooke Mendez Counselor
Ms. MacPherson Social Worker
Ms. Weimer Nurse

Math Department:

Mr. Smith Math
Mr. Torstenbo Math
Ms. Steinberg Math
Mr. Slack Math

Fine Arts Department:

Mr. Husband Choir
Mr. Salzman Band
Mr. Davidson Art

Language Arts Department:

Ms. Eggleston Language Arts
Mr. Johnson Language Arts
Mr. Learned Language Arts
Mr. Scholl Language Arts
Mr. Ritschard Spanish
Ms. Hale ESL

Physical/Health Education Department:

Mr. McSpadden Phys. Education
Ms. Vorn Phys. Ed. /Health
Mr. Prosser Phys. Education

Science Department:

Ms. Donough Science/Health Voc.
Mr. Grant Science
Ms. Jorgensen Science
Mr. Lucero Science

Social Studies Department:

Mr. Krysl Social Studies
Mr. Thompson Social Studies
Ms. Fryar Social Studies

Vocational Education:

Ms. Jennings Business
Ms. Schultz FACS
Ms. Garnhart Comp. Science
Mr. Gorman Automotives
Mr. Chapman CAD/Robotics
Ms. James Health Vocations
Mr. Flaharty Welding
Mr. Snodgrass Woodworking

Special Services Department:

Ms. Green **Sp. Coordinator**
Ms. Hilim Sp. Education
Mr. Johnston Sp. Education
Ms. Butler Sp. Education
Ms. Pehringer Sp. Education

Custodial Staff:

Mr. Nicholls
Ms. Dettmer
Ms. Gonzales
Ms. Ayala
Mr. Winter

Para-Educators:

Ms. Frazier Ms. Milyean
Ms. Gamblin/Office Ms. McCuddy/Library
Ms. Wilcox/Job Coach Ms. Schlager
Ms. Klepac Ms. Alvarado/ISS
Mrs. O'Melia

Academic Coaches:

Mr. Scott Graduation Coach

***Student Council Officers:**

President:
Vice President:
Secretary:
Treasurer:

Bold: Department Heads

Table of Contents

- 1.010 CCSD#1 Mission Statement
- 1.015 CCSD#1 Vision Statement
- 1.020 CCSD #1 Core Values
- 1.025 CCSD#1 Goals
- 1.030 RHS Mission Statement
- 1.035 RHS Vision Statement
- 1.040 RHS Goals
- 1.045 RHS Guiding Principles
- 1.050 RHS Goals for Activities

2.000 General Information

- 2.010 Graduation Requirements
- 2.015 Hathaway Scholarship
- 2.020 Daily Schedules
- 2.025 Late Start Schedule
- 2.030 Inclement Weather/Emergency Closures
- 2.035 Bulletins & Announcements
- 2.040 Insurance
- 2.045 Cafeteria
- 2.050 Lost and Found
- 2.055 Student Valuables
- 2.060 Visitors
- 2.065 Crisis Action Plan
- 2.070 Medication
- 2.075 Immunization
- 2.080 Lockers
- 2.085 Student Automobiles
- 2.090 Accident/Injury/Incident Reporting
- 2.095 Trespassing
- 2.100 Homeless Students

3.000 Citizenship/Grading/Discipline

- 3.015 Grading Practices
- 3.016 WIN
- 3.020 Credit Recovery
- 3.025 Attendance
- 3.030 Attendance Categories
- 3.035 Office Excused Absences
- 3.040 Unexcused Absences
- 3.045 Make-up Work
- 3.050 Tardiness
- 3.055 Excused Tardies
- 3.060 Dress Code: Dress for Success
- 3.065 Electronic Equipment
- 3.070 Public Display of Affection
- 3.075 Profanity &/or Abusive Language
- 3.080 Insubordination
- 3.085 Gross Insubordination
- 3.090 Fighting
- 3.095 Spectator to Fighting
- 3.100 Harassment Policy

- 3.110 Misconduct During the Last Part of a Semester
- 3.115 Detention
- 3.120 Leaving School
- 3.125 Bus Behavior
- 3.130 Discipline
- 3.135 Discipline Code
- 3.140 Levels of Unacceptable Behavior
- 3.145 Possible Consequences
- 3.150 Administrative Discretion
- 3.155 Student Due Process
- 3.160 Definitions
- 3.165 Reporting Accidents/Injuries
- 3.170 Consequence Chart

4.000 Clubs/Activities

- 4.010 Foreign Cultures Club
- 4.015 Future Business Leaders of America
- 4.020 SkillsUSA
- 4.025 Science Olympiad
- 4.028 Key Club
- 4.030 National Honor Society
- 4.035 R-Club
- 4.040 Rembrandt Art Club
- 4.045 Student Council
- 4.046 Best Buddies
- 4.048 Science Olympiad
- 4.050 Athletics
- 4.055 Intramurals
- 4.060 Other Activities
- 4.065 Dances
- 4.070 School Attendance & Activities
- 4.075 School Attendance & Practices
- 4.080 Home/Cooperative/Private School Students
- 4.085 Inappropriate Behavior
- 4.090 Valedictorian/Salutatorian
- 4.095 Awards
- 4.100 Academic Letter
- 4.105 Service Letter

5.000 Support Services

- 5.010 Counseling Services
- 5.015 Testing information
- 5.020 Library-Media Center Policies
- 5.025 Media Center Student use
- 5.035 Health Services
- 5.040 Special Education/504 Services

Computer Agreement

Bullying Policy

Counselor Disclosure

Handbook Contract

Student Driving Waiver

1.000 **Carbon County School District #1**

1.010 **Mission Statement:** *Educating today's students' for tomorrow's opportunities.*

1.015 **Vision Statement:** *Inspiring excellence-every child, every day.*

1.020 **Core Values:** *Passion for Learning, Responsibility, and Excellence*

1.025 **District Goals:**

- Improve student growth and achievement
- Operate as a healthy, safe, and effective learning community

1.026 **Rawlins High School**

1.030 **Mission Statement:** *Learning Through Cooperation*

1.035 **Vision Statement:** *Quality Learning for All*

1.040 **Goals:**

- *All students will improve their reading comprehension skills.*
- *All students will improve their writing skills.*
- *All students will improve their math problem solving skills.*
- *All students will improve their respect towards themselves and others. (attendance, office referrals, student engagement, promoting citizenship within our school/community)*

1.045 **Guiding Principles**

- **Health and Safety**
 - The health and safety of students, staff, and other stakeholders is a top priority. We need to work together to ensure that all at RHS are physically, emotionally, and academically healthy and safe. A safe and orderly working environment is critical for academic and personal growth. **Due to the 2020 COVID Pandemic, additional health and safety guidelines/protocols have been implemented for the 2020-2021 school year. Please see RHS Smart Start Re-Entry Plan and Re-Entry protocols for students.**
- **Respect**
 - We foster a mutual respect among students, staff, and stakeholders. We advocate that all at RHS model respect for self, others, property, and the shared purposes reflected in our vision and mission.

- **Legitimate Educational Purpose**

- All endeavors at RHS have a legitimate educational purpose. Students, staff, administration, and other stakeholders will utilize this idea as a measuring stick for behavior, planning activities/lessons, and managing time.

1.050 Goals for Activities at RHS

- Support and reinforce the instructional purposes of the district.
- Enable all students to reach their greatest potential by providing unique educational enrichment opportunities.
- Provide opportunities to learn individually, and to work with team concepts and goals that will give each student the confidence to be a life-long contributor.
- Provide a disciplined, safe, and nurturing environment for students.
- Be concerned with the interests of students by providing an opportunity to acquire skills and knowledge in an enjoyable atmosphere which will create a desire for continual educational growth.
- Strive for excellence without condoning “winning at any cost”.
- Be aware that activities programs are representations of our schools, our communities, and us as people.
- Promote unity between schools and communities.
- Provide opportunities to assist in the development of fellowship and goodwill.
- Promote the development of the “whole person”.
- Encourage learning the qualities of good citizenship.
- Provide a variety of experiences to aid in the development of favorable habits and attitudes in students, which will prepare them for adult life in a democratic society.
- Provide opportunities for participants to develop leadership skills.

2.000 **General Information**

2.010 **Graduation Requirements**

Students graduating from Carbon County School District One from 2021-2023 will be expected to satisfy the following two sets of requirements: earn a specific number of credit hours in specific content areas **and** demonstrate proficiency on Wyoming Content and Performance Standards:

Required Number of Credit Hours:

English/Language Arts	8	
Mathematics	6	
Science	6	
Social Studies	6	
Physical Education (Must Include PE I and Health)	4	
Fine Arts and/or Foreign Language and/or Vocational	5	
Electives	<u>15</u>	
	50	Credits

Students graduating from Carbon County School District One beginning 2024 will be expected to satisfy the following two sets of requirements: earn a specific number of credit hours in specific content areas **and** demonstrate proficiency on Wyoming Content and Performance Standards:

Required Number of Credit Hours:

English/Language Arts	8	
Mathematics	6	
Science	6	
Social Studies (Must Include Amer. History, World History, Govt., and Economics)		6
Physical Education (Must Include PE I and Health)	2	
Fine Arts and/or Foreign Language and/or Vocational (Pass a 3 course sequence in an identified career technical pathway (FACS, Woods, Auto, Welding, Business, STEM, CNA and pass a state approved exam in that area)	3	
Electives	<u>19</u>	
	50	Credits

(This credit system is representative of double the traditional Carnegie Unit system. 1 credit is equal to 1 semester of instruction.)

Students and parents will be advised on all levels of the Hathaway Success Curriculum to make informed decisions regarding a path to graduation.

CLASSES WHERE STANDARDS CAN BE MET:

***Language Arts**

- English 9
- English 10
- English 11
- English 12

***Math**

- Pre-Algebra
- Algebra I and 2
- Consumer Math
- Geometry
- Pre-Calculus
- Calculus/AP Calc

***Science**

- Physical Science
- Biology/AP Biology
- Physics/AP Physics
- Chemistry/AP Chemistry
- Earth and Space Science

Social Studies

- World History
- American History
- American Government
- Psychology
- Contemporary American Problems
- Economics
- All SS elective courses

Health/PE

- Health Education
- Healthy Lifestyles
- Team/Lifetime Sports
- Physical Education 1
- Weight Training

Career/Vocational Ed

- Business Apps 1-2-3
- Intro to Computer Science
- Welding 1-2-3-4
- Autos 1-2-3-4
- Robotics 1-2-3
- CAD 1-2-3
- Woodworking 1-2-3
- CNA 1-2
- STEM/CNC
- Nutrition/Foods

Fine Arts

- Band Art1-2-3-4
- Choir Stage Productions

Foreign Language

- Spanish 1-2-3

Proficiency in five of the nine content areas are required for all graduating classes.

*The Class of 2014 and beyond will be required to be proficient in Language Arts, Math, and Science as part of their five of nine content areas needed for graduation.

Dual and concurrent enrollment courses are enrichment opportunities. It is understood each college course taken is equal to 1 RHS Credit in the course content area. If a student drops a 1 or 2 credit course before the drop/add period is over and drops below the seat time requirement, s/he must enroll in full time study hall or another course.

Students may be removed from dual/concurrent courses for poor behavior or lack of progress at the discretion of the instructor, CCHEC director, and RHS Administration. ANY course that is dropped after a three week period will be factored as a credit attempted, and will be factored as 0/1 GPA points with the grade of W (for withdrawn). Students who do not make adequate grade performance of C or better may not enroll in college courses under the tuition coverage agreement for at least one full semester.

2.015 Hathaway Scholarship

The State of Wyoming provides Hathaway Merit and Need-Based Scholarships to all eligible Wyoming students attending the University of Wyoming or Wyoming community colleges. There are four tiers to this scholarship. See your school Guidance Counselor for more information.

All classes must be Hathaway-approved in order to count toward this scholarship. If you have any questions about your Hathaway progress, please meet with the counselor.



2019 and 2020 graduate can use either the 2018 Hathaway Success Curriculum (HSC) or the current. 2021 graduates will be required to use the current HSC.

*Students with an associates degree can extend for an additional 4 full-time semesters at UW

**All AP, IB and dual/concurrent courses (+1000 level and above) will be weighted.

***2 years must be a sequenced pathway, the other two years can be in the same or a different subject area.

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2020-2021

Rawlins Elementary, Rawlins Middle, Rawlins Cooperative High and Rawlins High School

AUGUST '20

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-11 New Teacher Orientation
12-13 Professional Dev.
14 Teacher Workday
17 1st Day of School

1-5 Winter Break
6 Back to School
18 Professional Dev

JANUARY '21

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day
21 Professional Dev.

12 Professional Dev.
15 President's Day.
19 RMS Trimester

FEBRUARY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15 Fall Break
16 Parent/Teacher Conf.
16 End of 1st Quarter

12 End of 3rd Quarter
12 Parent/Teacher Conf.
22-26 Spring Break

MARCH

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 Professional Dev.
6 End of 1st Trimester
25-27 Thanksgiving Vacation

9 Professional Dev.

APRIL

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 End of 2nd Quarter
23-31 Winter Break

26 RMS Trimester
26 End of 4th Quarter
26 Last day of School
26 ½ day Teacher Work Day
31 Memorial Day

MAY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Contact Days	175
Continuing Contract	185

Key:

	New Teacher Orientation
	Professional Development/Staff Development
	First and Last Day of School
	Schools Closed/Holiday
	End of Quarter (Trimester for RMS)
	Parent/Teacher Conferences – No School

Important Dates to Remember:

September 17	Constitution Day
November 11	Veteran's Day
November 29	Nellie T. Ross' Birthday
December 7	Pearl Harbor Remembrance Day
December 10	Wyoming Day
May 14	Native American Day

2.020 **School Day Schedules:** Due to the COVID pandemic and the possibility of daily instruction transitioning to a different Tier of our Smart Start Re-Entry Plan, our weekly bell schedule is subject to modification in the event we transition to a hybrid/virtual (Tier 2) or completely virtual schedule (Tier 3).

RHS 2020-2021

Bell Schedule

Monday-Thursday (55 min classes)

WIN (What I Need) 8:00-8:25 (Not Mandatory)

Students will report to 4th hour teachers or WIN assignment upon arrival to school at or after 8am

Teachers can assign a student to their class for WIN if student can attend in the morning

Period 1 8:30-9:25 (55 min)

Period 2 9:30-10:25 (55 min)

Period 3 10:30-11:25 (55 min)

TWO LUNCHES - 4TH Period

Wave 1--- Lunch 11:25-11:55 (30 min)

Warning bell 11:55

4th Period-12:00-12:55 (55 min)

Warning bell 11:25

Wave 2---4th Period- 11:30- 12:25 (55 min)

Lunch 12:25-12:55 (30 min)

Warning Bell 12:55

Period 5 1:00-1:55 (55 min)

Period 6 2:00-2:55 (55 min)

Period 7 3:00-3:55 (55 Min)

RHS 2020-2021

Bell Schedule

Friday Early Release (35 min classes)

WIN (What I Need) 8:00-8:25 (Not Mandatory)

Students will report to 4th hour teachers or WIN assignment upon arrival to school at or after 8am

Teachers can assign a student to their class for WIN if student can attend in the morning

Period 1	8:30-9:05 <small>(35 min)</small>
Period 2	9:10-9:45 <small>(35 min)</small>
Period 3	9:50-10:25 <small>(35 min)</small>
Period 4	10:30-11:05 <small>(35 min)</small>

TWO LUNCHES - 5TH Period

Wave 1--- Lunch 11:05-11:45 (40 min)

Warning bell 11:45

5th Period-11:50-12:25 (35 min)

Warning bell 11:05

Wave 2---5th Period- 11:10- 11:45 (35 min)

Lunch 11:45-12: 25 (40 min)

Warning Bell 12:25

Period 6 12:30-1:05 (35 min)

Period 7 1:10-1:45 (35 min)

WIN (What I Need) 2:00-3:30 (formerly

Friday School)

*** Afterschool WIN TIME may be assigned or voluntary based on students' needs***

2020-2021

RHS State Testing/Event Schedule

WYTOPP Interim Testing Windows:

Fall: September 1, 2020 - October 23, 2020

Winter: January 12, 2021-February 5, 2021

Summative(Required by all Districts)

April 13, 2021 - May 7, 2021

WYALT:

March 2, 2021 - April 23, 2021

ACCESS (ELL students):

January 19, 2021 - February 26, 2021

ACT STATE MAKE-UP TEST (2019-20 Juniors Only)

Wednesday, October 6, 2020

ACT STATE TEST - Juniors Only:

Initial Date April 6, 2021

Make-Up Date April 20, 2021

PSAT (Sign-ups Only, 10th/11th Grade Only):

October 14, 2020

AP Exams:

May 3, 2021- May 7, 2021

May 10, 2021 - May 14, 2021

End of Year Ceremonies

Fine Arts Night TBA

Awards Night TBA

Post High School Planning Days

Graduation TBA

Career Fair(tentative date)

November TBA

Staff Procedures and Expectations

2.025 Late Start Schedule

School will start @10:00 A.M. and the schedule will be modified accordingly. School Messenger will be used to notify parents and students of late start.

2.030 Inclement Weather & Emergency Closures

In the event school is cancelled because of inclement weather or other reasons, we will utilize School Messenger and a call will be placed to the number listed in our system. Please help us by keeping this information updated at the RHS office. The District will also notify 99.3 FM to announce a late start or closure.

2.035 Bulletins and Announcements

All notices of club meetings, activities and athletic events, social events, general information for the day, and specific instructions are announced daily at the beginning of first period by intercom and are posted on Infinite Campus. If students or student organizations wish to include announcements in the bulletin, they must fill out an announcement request that will be reviewed and approved by staff and administration prior to being announced. Administration reserves the right to decline any announcement.

2.040 Insurance

An accident insurance policy is arranged by the District to cover accidental injuries sustained by students while under the supervision of school personnel acting in authority. The coverage will not duplicate the benefits available from other coverage in force, but will supplement the coverage already in force. Claim forms and filing instructions are available at the school. While insurance has been provided/arranged for students, this does not mean the District will pay for those items not covered by that insurance. Parents need to be advised that this insurance may or may not cover all remaining medical expenses.

2.045 Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered for a reasonable price. The cafeteria staff maintains student accounts. All students will be asked to complete and turn in Free and Reduced Lunch Forms at registration to assure we receive appropriate government allocations to ensure every student has the opportunity to be fed at school. High School Breakfast is \$1.85 and Lunch is \$2.75. (Milk \$0.50)

Lunch is open Campus. Lunch privileges may be revoked by the administration for poor grades, discipline, or poor attendance/tardies.

2.050 Lost and Found

Students who find lost articles are asked to take them to the office where the articles will be put in the lost and found box and can be claimed by the owner. Students may report any losses to the office.

2.055 Student Valuables

Rawlins High School will not be held responsible for the loss, theft, or destruction of a student's personal property. Students are cautioned not to bring large amounts of money or items of value to school. Do not leave excessive amounts of money or valuables in your backpack or lockers. Students are encouraged to **lock up** all personal items during PE and other times when they may have to leave them behind.

2.060 Visitors

In order to maintain a safe and orderly environment for students and staff, all visitors must check in/out through the main office and must wear an approved visitor identification throughout the visit during school hours. School aged visitors will not be permitted to accompany RHS students to class.

2.065 Crisis Action Plan

Please see the current crisis action plan generated by CCSD #1 in cooperation with the Rawlins Police Department, Rawlins Fire Department, Carbon County Sheriff's Office, and other related emergency agencies. The purpose of this plan is to ensure staff and students respond to "crisis events" in a prescribed manner to ensure the safety of our students.

2.070 Medication

It is the policy of Carbon County School District #1 that school employees will not administer any medication, prescription or non-prescription, to students without written permission and without the procedures set forth in District Policies JLCD-E, JLCD-E1, and JLCD-E2. It is requested that if an RHS student is prescribed a medication that may interfere with any part of their normal day at the high school, notification should be given to the office to ensure that we are best prepared to provide appropriate care and safety to each and every student. Over-the-counter medication that is not being taken as directed or for a purpose other than intended will result in disciplinary action. The policy is located on page 33 for your convenience.

2.075 Immunization

The Immunization Law of the State of Wyoming (W.S. 21-4-309) requires that all students attending school be properly immunized. The Law provides a conditional enrollment period of 30 calendar days; if the requirements are not met by that time, students will be denied further attendance at school.

The following are minimum requirements for school attendance:

- **DTaP/DTP/Td** (Age-appropriate series complete) 4-5+one additional Td (Tetanus diphtheria) Td boosters are recommended every ten years.
- **Polio** (Age-appropriate series complete) 4-5. Final dose must be given on or after the age of 4.
- **MMR** (measles mumps-rubella) 2 doses are required.
- **Hepatitis B**-new adolescent dose- 2 doses up to age 15; 15 and older-3 doses are required

2.080 Lockers

School lockers are the property of the School District and at no time does Rawlins High School relinquish its exclusive control of lockers provided for the convenience of students. The Administration will search any locker if there is "reasonable suspicion" that the search will turn up evidence that the student or students have violated or are violating the law or the rules of the school. Any student may be assigned a locker **by request only** through the RHS Office.

2.085 Student Automobiles

Students who drive a motor vehicle to school must park in proper parking areas, which are in front of the school or in front of the RHS Stadium only. NO parking is allowed in the designated visitor's parking spots. Any violation of student parking will result in a warning on first offense. Subsequent violations may result in disciplinary action, including loss of off-campus driving privileges.

Automobile safety is essential. Reckless or careless driving in and around school will be reported to the police. Any infraction of this policy will result in loss of driving privileges at school and other disciplinary actions as determined by the administration.

Students who possess a valid driver's license may drive to and from the CTECH campuses if a release of liability is signed by the student and parent/guardian and is submitted to the office.

Administration reserves the right to search a student's vehicle if there is "reasonable suspicion" that the search will turn up evidence that a student or students have violated or are violating the law or the rules of the school.

2.090 Accident/Injury/Incident Reporting

Every accident/injury/incident in the school building, on school grounds, at practice sessions, or at any activity or athletic event sponsored by the school must be reported to the RHS Office immediately. An accident report must be filed and parents must be notified.

2.095 Trespassing

RHS students should not be on other school's property during their school day and ½ hour before or after their school hours. Students who have to be on another school's property must check in at that school's office before entering the school or being on school grounds. Students who knowingly violate this may be cited by the police department for trespassing and/or discipline from the school.

Furthermore, students not enrolled at RHS may not be on campus during, or ½ hour before and after school hours unless participating or as a spectator for extracurricular events. Any visitors must check in at the main office during school hours.

2.100 Homeless Students

Please refer to Homeless Student Board Policy JLG.

3.000 Citizenship, Grading & Discipline

Practicing good citizenship is a fundamental part of being successful in school and in life. Good citizenship consists of, but is not limited to, the following core traits:

- Being Proud – which can be demonstrated through hard work, being positive, and friendly.
- Being Responsible – which can be demonstrated by being prompt, trustworthy, and aware.
- Being Considerate – which can be demonstrated by being honest, kind, and respectful.

3.015 Grading Practices

Students will have 2 school days for every day absent to submit assignments without penalty. Work submitted beyond the due date is subject to a 20% grade reduction within the quarter. Work submitted beyond the quarter is subject to a 40% grade reduction within the semester.

Students may earn opportunities to retake, redo, or revise assignments by showing studious effort and timely submission.

All final grades will be based on grading policies determined by each course department.

Grades will be recorded for formative and summative assessments. Formative Assessments will be weighted 25% of the final semester grade and Summative Assessments will be weighted 75% of the final semester grade.

Departments will determine how to score/record formative assessments and summative assessments.

Students cannot earn “Extra Credit.”

Teachers can give a score of 0 or “Missing” to indicate missing or plagiarized work.

Teachers can assign mandatory work that does not have a separate grade value.

Consequences for plagiarism/cheating are explained in the discipline portion of this handbook.

Exceptions to the above grading rules may be made by administration, if deemed necessary.

Administration will only consider extensions beyond these parameters for family emergency, illness/injury, or other circumstances deemed out of the student’s control creating excessive difficulty to complete coursework within the predetermined time frame.

All Virtual Courses must be completed in the semester they are taken.

3.016 WIN Program (Formerly Tutorial)

This program is a school wide initiative to help students connect with teachers in regards to academic concerns contributing to below average grades and missing work. The intent is to provide support necessary to help students succeed in school. As a result of our daily bell schedule due to COVID, WIN will be an **opportunity** for students from 8:00-8:25 am Monday through Friday. If students need to see a teacher other than their 4th hour/homeroom teacher and arrive at school at or after 8:00 am, they may request a slip to attend WIN with that teacher for that day. For WIN on Fridays after school, students are identified and may be assigned Friday WIN afterschool if they have D’s and /or F’s based on weekly eligibility.

3.020 Credit Recovery

Students may become eligible for credit recovery through a virtual setting at Cooperative High School if they have taken the course at Rawlins High School and have failed the course. Seniors will be given first priority if there is a limit on students.

Virtual courses are not intended to replace classroom instruction, but may be provided for a student as a credit recovery opportunity in the event they fail a course.

3.025 Attendance

Our education program here at RHS is diverse and challenging. It provides our graduates with the necessary skills and knowledge to continue in whatever future education, vocation, or career pathway they choose. We also recognize the close relationship between attendance and achievement. The school cannot teach pupils who are absent. Frequent absences disrupt the continuity of the instructional process, not just for the absentee, but for other students and staff, as well. Everyone loses when someone is not present. High school attendance is a privilege and responsibility of the student and parent/guardian.

Students need to attend all scheduled classes and keep absences to an absolute minimum. Seniors will be allowed college visit days that are school excused, but the senior must provide evidence of the actual college visitation.

Rawlins High School will send letters of attendance home at 5, 10, and 15 unexcused/parent-excused absences for the semester. School excused absences (such as club/sports trips) and medically excused absences will not count against a student’s attendance record for truancy. For clarification, medical absences do count towards a student’s perfect attendance record. Any student with ten or more absences in any one school year may be referred to the Board of Trustees for determination that the child is a habitual truant. The Board, in turn, notifies the County Attorney, who then is to initiate proceedings in the interest of the student under the *Juvenile Court Act*. Students with excessive absences may lose

credit (See Policy IKE). In addition, Wyoming law allows for the criminal prosecution of any parent, guardian, or custodian of any child who willfully fails, neglects, or refuses to send their child to school. **Medically excused absences can only be documented by a note from the doctor, dentist, or orthodontist that was visited.** A parent call or note will change the absence to Parent Excused. Parent excused absences are counted for the attendance letters.

***Office personnel will place calls to parents/guardians when a student is marked absent. If there is no answer, a message will be left. Parents/guardians are expected to excuse students prior to an absence when possible. A student leaving school during the day must check out at the office and check in at the office upon return to school.**

***Absences must be excused within 24 hours of the absence by a phone call or written notice to be considered excused.** If a student anticipates being absent, he/she should talk to his/her teachers to properly plan for missed classroom instruction/assignments. It is the student's responsibility to request make up work for days he/she is absent.

3.030 Absences Will Be Recorded in Infinite Campus Accordingly:

1. **P** – Parent Excused
2. **S** – School Excused
3. **E** – Office Excused
4. **M** – Medically Excused
5. **X** – Unexcused
6. **H** – Homebound
7. **O** – Out of school suspension
8. **T** – Tardy

Visitation Leave – A visit to a college or advanced training facility will be allowed for students with **prior** approval of the principal. These absences will be recorded as (S) school excused. **A letter validating the visit will be required upon the student's return to school.**

3.035 Office Excused Absences

The administration can excuse student absences for bereavement, trauma, or occasional incidents involving life threatening illnesses like, but not limited to, asthma, diabetes, hypoglycemia & forms of epilepsy. If symptoms of the illnesses manifest more regularly, the administration will start the process of creating a 504 plan for the student.

3.040 Unexcused Absences

Any absence that is not approved or excused by the school will be considered truancy. Unexcused absences will result in disciplinary action by the administration to address truancy.

3.045 Make-up Work

It is the student's responsibility to arrange to make up class work missed during an absence and he/she will be allowed a reasonable length of time to make up the work missed during the absence. The typical response will be 2 days to make up each day of absence. Teachers will be directly guiding students to turn in all work.

3.050 Tardiness

Reporting to a class period **5** or less minutes late is considered being tardy. If a student reaches 10 tardies, the discipline process will include assigned detentions, in-school suspension, and out-of-school suspension. Notification will go out weekly on “Tardy Tuesday” to inform parents about tardy totals.

RHS Tardy Policy Consequence Rubric **Tardy Policy per Semester (cumulative administrative consequence sequence)**

10 cumulative tardies	3 days lunch detention
15 cumulative tardies	½ Day of In-School Suspension
20 cumulative tardies	1 Day In School Suspension
25 cumulative tardies (<i>Insubordination</i>)	Parent/ Administrator Intervention Meeting Required
30 cumulative tardies	Loss of off campus lunch privilege

*Students reaching 30 tardies will be provided consequences for multiple insubordination infractions.

3.055 Excused Tardies

Excused tardies are allowed under the following circumstances which will be verified by a note, phone call or email:

- Another teacher, principal, or office staff member has delayed the student.
- The bus is late.

3.060 Dress Code: “Dress for Success”

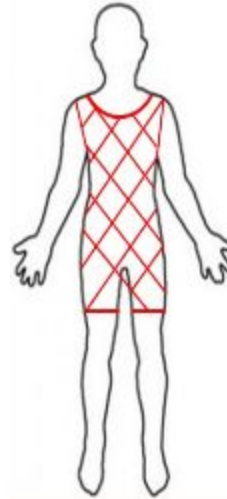
Dress for Success at RHS! Rawlins High School is committed to academic success. The way we dress demonstrates our commitment to excellence. Clothing should reflect the intent and mission of the school. Uniforms or “Dress Codes” are commonplace in the business world and other fields of employment. Our school is committed to preparing students for the work force and a global community. It is our desire to create a safe and secure environment conducive to learning. Dress is one area that often distracts from that goal. The RHS dress code is meant to be a fluid document. As changes occur that become distractions to the learning environment or safety of our students, they will be addressed. Decisions about the appropriateness of clothing are at the administration’s discretion.

The Dress Code policy has been established for consistency in helping students, parents, and staff understand the dress code expectations for Rawlins High School.

Students in violation of this policy will be given the opportunity to fix their appearance; this may include the wearing of school pride shirts, or the opportunity to change into other clothing. A student’s parent/guardian may also be called by the student to request they bring appropriate clothing to school for the student. Students may not return to the learning environment until they are dressed appropriately. Parents/guardians may also take the student home to correct their dress. This absence will count as an unexcused absence. Reversing or covering up the clothing is **NOT** an option. Failure to comply, or reverting back to the clothing in violation, or continued dress code violations will result in further disciplinary action for insubordination.

Rawlins High School Dress Code Visual Aid

- Area in silhouette which is shaded needs to be covered by clothing to be in compliance with the Rawlins High School Dress Code.
- Top of shoulders covered
- Neckline above the armpit
- Legs should be completely covered above of the midpoint of the thigh.



General Guidelines: Student clothing should be positive in promote excellence. Clothing will cover the body and represent individual. Clothing and accessories must be free of drug, references, gang related lifestyles, or any other messaging that distraction, offend, or threaten others. Clothing may not be tight fitting or overly revealing.

nature and the dignity of each alcohol, sexual may serve as a

Pants/Tops: Clothing worn should be appropriately sized, not baggy or tight. Clothing will cover the body and not expose undergarments or skin. Clothing will be in good condition without excessive holes that expose skin or undergarments. Pants must be free of chains and other hanging accessories. Pajama pants are not acceptable. *Yoga pants, leggings or tights will be acceptable only if the student wears a top that reaches past the hips.*

Dresses/Shirts/Skirts/Shorts: Length and cut of dresses/skirts/shorts should be appropriate for the school setting. Hemlines will reach the midpoint of the thigh. Shirts may not reveal cleavage or bare midriff, and cannot have thin/spaghetti shoulder straps. All clothing will cover all undergarments.

Shoes: Shoes must be worn at all times while at school. No bare or stocking feet. Bedroom slippers may not be worn while at school.

Headwear: Hats or headgear will be removed before entering the building. Bandanas worn on the head of any color or design deemed to represent gang affiliation are not allowed. Hats should not be carried from class to class. Sports/sweat headbands will not be allowed.

Accessories: All jewelry or accessories will be free from any distracting symbols or logos as indicated in the "Tops" section of the Dress for Success standards. Studded bracelets and spiked chokers are not acceptable. Chains that connect to wallets or other items should be removed before entering the building. If jewelry is deemed inappropriate for safety reasons in PE classes, students will be asked to remove the jewelry for that class period.

Handbags / Backpacks: Methods of carrying school supplies to and from classes should be in alignment with the Dress Code. They will be free from any logo or reference to violence, drugs or alcohol, sexual references, or any other distraction from the educational process. It is requested that these items follow the same guidelines as is specified above. Administration reserves the right to search

a student's bag if there is "reasonable suspicion" that the search will turn up evidence that the student or students have violated or are violating the law or the rules of the school.

Outerwear: Outerwear is considered jackets, coats, hats, gloves, earmuffs, etc. Outerwear should not be worn during school and left in a student's school locker, unless warranted in specialized courses or by circumstances permitted by administration.

Tattoos: Tattoos that are gang related, depict violence, drugs or alcohol, or are vulgar or sexual in nature will be covered prior to entering school and remain covered while in the building.

We believe the way we dress will in fact affect our learning. The Dress for Success standards are not to limit a student's expression, but to provide a secure and non-threatening environment for all of our students. We appreciate your support in meeting our expectations.

Administration reserves the right to allow school wide exceptions for student spirit days, fundraising, and other circumstances deemed acceptable.

3.065 Electronic Equipment

Professional discretion may be used by teachers as to the use of electronics for educational purposes in the classroom, as long as classroom expectations are clearly established. Rawlins High School will not be held personally responsible for the loss, theft, destruction or inappropriate use of a student's personal electronic device. Any student needing to use the phone may come to the office during passing time to request permission to use the phone. Parents needing to reach their child are welcome to call the office.

- If a staff member hears or sees a student owned electronic device during class without permission from the instructor, it is expected to be confiscated and brought to the office.
 - First offense: the phone will be taken for the day, delivered to the office, and expectations will be reviewed before being returned at the end of the day.
 - Second offense: the phone is expected to be turned into the office and checked into the vault for a parent to pick up during office hours at their convenience.
 - Third offense: the phone is expected to be turned into the office and checked into the vault for a parent to pick up during office hours at their convenience. Furthermore, the student will lose their privilege to carry their cell phone with them for the remainder of the semester, and the student will be cited for "Insubordination."
- Bullying, harassment, intimidation, threats, inappropriate pictures, blackmail, and like behaviors will be addressed as indicated in the discipline section of the handbook, in addition to a cell phone violation. Cell phone privileges will also be revoked.
- Educators understand that there are times when emergencies arise. If this is the case, the student is expected to ask a faculty member for permission to use the cell phone, or inform faculty members they are expecting a call.
- If any criminal violations may have been allegedly committed, the police will be called and the phone/device will be turned over to police as evidence.

3.070 Public Display of Affection

Any inappropriate display of affection is unacceptable while attending school or school functions. Examples include, but are not limited to, kissing or intimate/prolonged contact.

3.075 Profanity &/or Abusive Language

Profanity and/or abusive language is not an acceptable manner of expressing oneself. Use of profanity and/or abusive language will result in disciplinary action. This includes inappropriate social media posting and other electronic communication.

3.080 Insubordination

Failure/refusal to respond appropriately to any reasonable request by a staff member will result in disciplinary action.

3.085 Gross Insubordination

Any action that is made in direct defiance to a request by staff members will result in a Level III discipline referral as determined by the administration.

3.090 Fighting and/or Inciting a Fight

Fighting/inciting a fight, either physical or verbal, is prohibited on school property or at school sponsored events. A student shall not threaten, cause or attempt to cause physical injury to any student or school employee. Students are encouraged to seek the assistance of teachers, counselors, and administrators to resolve conflicts. If there is the opportunity to leave or avoid the conflict, the student should do so to avoid further disciplinary action.

3.095 Spectator to Fighting

Watching a fight only encourages the conflict to escalate. Students who witness a fight should contact a staff member immediately. When instructed to disperse, failure to do so will result in a discipline referral for insubordination. If a student chooses to record a fight by any means, the device may be confiscated by administration until the investigation is concluded.

3.100 Harassment Policy

Rawlins High School is committed to the practice of discouraging any and all forms of harassment, including but not limited to, racial and sexual harassment which are demeaning to students or school employees. Disciplinary action will be taken against employees or students found in violation of this policy. Complaints concerning violations of this policy may be reported in writing by following the district policy JL-E which can be found at <http://www.crb1.k12.wy.us/files/filesystem/Section%20J%2011-23-09.pdf>

3.110 Misconduct during the Last Part of a Semester

Students who violate rules during the last weeks of school will be subject to disciplinary action carried into the next school year, or be subject to alternative discipline, including the loss of participation in graduation and other end of year ceremonies. Students who violate rules at the end of the first semester may have their disciplinary action carried into the second semester.

3.115 Detention

Detention is one of the first methods used to improve an unacceptable behavior. When a person is given detention, it's his/her responsibility to make sure that he/she serves the detention or makes other

arrangements. Teachers have the authority to assign detention to students who fail to complete/submit assignments or disrupt the learning environment. Parent notification by the staff member assigning detention will provide notice and opportunity to make transportation arrangements for the student, if needed.

3.120 Leaving School

Students who must leave school for any reason during the school day **must *sign out* at the office before leaving**. Students leaving school **must be cleared in advance by a note or phone call from parents**. Upon returning to school that same day, **students are expected to *sign in* at the office. If a student does not sign out in the office, the consequence will be truancy**. A sign out sheet will be available at the attendance counter for this purpose.

3.125 Bus Behavior

Riding a bus is a privilege. Students are expected to behave in an acceptable and appropriate manner on the bus. Failure to do so will result in a student's suspension from riding the bus to and from school, as well as other consequences as outlined in school district policy, JICC & JICC-R.

3.130 Discipline

With every choice made comes a consequence. Making choices that provide better consequences is encouraged in every situation. When choices are made that require a disciplinary consequence, students are expected to comply. Rawlins High School has four categories of discipline—Detentions, School Service, In School Suspension (ISS), and Out-of-School Suspension (OSS).

Detention - A student assigned to detention will report to the assigned person and/or place to serve detention (teacher classroom, office, In-School Suspension room, or lunchroom.) Detentions will be assigned as a consequence for minor behavior infractions such as 5-10 tardies, low level disruptive/disrespectful classroom behavior, failure to complete/submit assignments, and other like behaviors. Detentions will be served 30 minutes before school, during lunch, or after school depending upon what is determined appropriate by the school staff/administration based upon the infraction.

School Service – A student assigned to school service will report to the office at the completion of the day to be assigned work with a custodian. Students will NOT be asked, allowed, or permitted to use chemicals or perform duties such as cleaning toilets.

Transportation from detention/school service is the responsibility of the student or parent. The school will not be providing transportation.

In detention or school service, a student is not allowed to listen to music, sleep, use their cell phones, or have food or drink. If a student violates any condition of detention, they will be dismissed and the student will serve further consequences for insubordination assigned by school administration.

In-School Suspension (ISS) – When ISS is assigned, the student will be assigned to the In-School Suspension room. Students will be required to complete all school work assigned while in ISS as a condition of fulfilling the consequence. If the student has all work completed, they will be given a reading assignment. Students are expected to be on task 100% of the time in the ISS room. If a student chooses not to follow all rules in the suspension room, the suspension will be extended or completed out of school. Students serving time in ISS may also be assigned school service activities. Work will include

such things as cleaning windows, picking up garbage, cleaning rooms and gym area, or any other activity assigned by the ISS coordinator and/or administration.

Out of School Suspension (OSS) – When OSS is assigned, the student will be directed to leave the building until the completion of the assigned OSS time. While serving OSS, the student is not allowed to participate in or attend the school day or school events on or away from campus. Students serving OSS are not allowed on any School District property until completion of the assigned time. If a student is suspended for more than three days, he/she must have a parent/guardian meeting with administration before returning to school. Teachers will be requested to provide missing assignments to be picked up by a parent or guardian at the completion of the school day in the office.

***Students who have been assigned ISS or OSS that continues from Friday to Monday will not be permitted to participate in or be a spectator in any school activity over the weekend. Students in ISS the day of competition will not be allowed to compete until the following day.**

3.135 Discipline Code

STUDENT BEHAVIOR

A well-functioning community is built upon a sense of Respect. **Respect for one's self, Respect for others around them, and Respect for the community as a whole (the three elements of the RHS community)**. Rawlins High School is a community that is established and maintained on the foundation of respect. The discipline policies of RHS are established to protect all three levels of that community. A student's choice/behavior will determine their consequences. Rawlins High School will not tolerate choices/behaviors that will threaten or harm students, faculty and staff, the building or the RHS community and the learning process and/or that are in violation of our guiding principles. **In addition, new student protocols and procedures have been implemented for the health and safety of our students and staff due to the COVID pandemic. Please see the RHS Smart Start Re-Entry Plan and student protocols. Please follow the guidelines set forth so that we can keep our schools open for in person learning. Strict adherence to these additional protocols are non-negotiable and may result in disciplinary action as it directly affects the health and safety of our students and staff.**

Discipline Policy

Inappropriate behavior by a student at Rawlins High School will be evaluated as to the seriousness of the offense. A three-tier system of offenses and possible consequences will be used in determining appropriate discipline. The categories and possible consequences are explained in the section immediately following this summary. Administration reserves the absolute right to deviate from the three-tiered system of offenses and possible consequences, depending on the nature and seriousness of the offense and/or the student's prior discipline record.

3.140 Identified levels of unacceptable behaviors for a student attending Rawlins High School.

Level I: Violations of the routines of the classroom.

Level II: Violations of the routine and order of the school.

Level III: Violations of the safe environment of the school.

***Degrees of the consequence increase for each level of violation and repeat offenses. Refer to the consequence chart for further details.**

3.145 Possible Consequences

Please refer to the consequence chart for severity of consequences. Athletic/Activity participants may face additional consequences as a result of their behavior. Please check with the coach/sponsor for this information and/or the Activity/Athletics Handbook. Administration reserves the right to deviate from the consequence chart depending on the nature and seriousness of the offense.

3.150 Administrative Discretion

Anything not covered in the policies of the Wyoming Education Code of 1969 as amended, the School Board policies, or specifically dealt with in this handbook will be handled in a fair, reasonable, and consistent manner by administration. Combined breaking of rules, such as truancy, willful disobedience, and swearing could receive combined penalties as determined by the administration. Severity of discipline for a given incident may be modified at the discretion of administration.

3.155 Student Due Process

Due process of law is founded on the constitutional rights of individuals. In order to ensure that due process is observed, the following procedures have been developed with regard to the administration of discipline in Carbon County School District One:

- The basis of good discipline and the exercise of disciplinary authority are based on the concepts of consistency and fairness.
- Every effort shall be made by administrators and faculty members to resolve problems of students through effective utilization of School District resources in cooperation with the students and their parents/guardians.
- Every student shall be given an opportunity to contest facts and circumstances which may lead to disciplinary action of that student, or to contest the appropriateness of that action imposed by any disciplinary authority at whatever level.
- Ordinary Discipline: Any student, parent or guardian of that student who believes that the ordinary disciplinary action taken against that student is unfair or unjust shall have the right of appeal to all echelons in the school District, including the Board of Trustees. This method of appeal begins with a conference with the teacher; then, to the assistant principal or principal of the school involved; then, to the central office; and, if satisfaction is not gained, then to the Board of Trustees.
- Suspension and Expulsion: In all instances of suspension and expulsion, the District shall follow the procedural rules and regulations that have been adopted by the Board of Trustees in accordance with the Wyoming Education Code of 1969 as amended and hearing procedures which have been filed with the county.

3.160 Definitions

- **“Weapon”** means any item in the following categories as defined in W.S. 6-1-104(a)(iv), including, but not limited to:
 - a). a firearm;
 - b). explosive or incendiary material;
 - c). Motorized vehicles, an animal or other device, instrument, material or, which in the manner it is used, is intended to be used or is threatened to be used, is reasonably capable of producing death, property, or bodily harm or injury, or intimidation of other persons.
- **“Possession”** means having banned substances or materials in a student’s personal possession or in a student’s vehicle, desk, locker, book bag, purse, backpack or other type of bag or container.

- **“Use”** means threatening or accessing banned substances or materials that may cause death, bodily harm or injury, intoxication, or harmful effects on self or others.
- **“Transfer”** means to deliver or convey from one person to another whether for value or purely gratuitously.
- **“Carry”** means to transport, convey, have upon or about one’s person, clothing, book bag, purse, backpack or other type of bag or container.
- **“Sell”** means to traffic, barter, deliver, or dispense for value or in exchange for goods or services.
- **“School Property”** means:
 1. Within the boundaries of the physical property used by the school district primarily for the education of students in grades kindergarten through twelfth;
 2. Within any school bus or any vehicle used at school or at any school- related event;
 3. Any school related activity or event, even if not on school district property;
Any other time or place while on school district property or at any school related event.

3.165 Accident/Injury/Incident Reporting

Every accident/injury/incident in the school building, on school grounds, at practice sessions, or at any activity or athletic event sponsored by the school must be reported to the RHS Office immediately. Staff dealing with the incident need to fill out a report to document what happened and how it was addressed. Incidents which occur without the knowledge of RHS staff need to be reported by the student/parent to the office for school assistance and proper documentation.

Academic/Behavior Consequence Chart
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LEVEL III VIOLATIONS	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	ADDITIONAL OFFENSES
Possession of weapons of any type	Depending on infraction level: 1-10 days OSS and/or Immediate recommendation for expulsion, police called, parents notified			
Physical aggression toward or assault on faculty or staff	Immediate recommendation for expulsion, police called, parents notified			
Arson	Immediate recommendation for expulsion, police called, parents notified			
Distribution alcohol/drugs at school	Immediate recommendation for expulsion, police called, parents notified			
School security threat (bomb, false alarm)	10 days OSS, possible expulsion recommendation, police notified, parents notified			
Possession/ consumption/ under the influence of alcohol/drugs at school	5-10 days OSS, possible expulsion recommendation, police notified. parents notified			
Verbal aggression toward or assault of faculty or staff	5-10 days OSS, possible expulsion recommendation, police notified. parents notified			
Assault &/or Battery on another person	5-10 days OSS, possible expulsion recommendation, police notified. parents notified			
Fighting &/or Inciting a Fight with another student	3-10 days, ISS or OSS, police notified, parents notified	10 days OSS, police notified, parents notified, possible expulsion rec.		

Theft, Burglary, Vandalism or Extortion	1- 3 days ISS, police notified, parents notified, restitution, contract w/admin		3-10 days OSS police notified, parents notified, restitution, possible expulsion rec.	
Sexual Harassment	1-3 day ISS police notified, parents notified, contract w/admin	3-10 days OSS	same as second, possible expulsion recommendation	
Bullying and/or hazing (inc. text msg.)	Bullying report, parents notified, contract w/admin or ISS	3-5 days OSS, parents notified	3-10 days OSS, possible expulsion recommendation	
Possession and/or use of tobacco at school or Electronic Cigarettes	1 - 3 days ISS,, police notified, parents notified, contract w/admin		3 days OSS police notified, parents notified, possible expulsion rec.	
Gross Insubordination	1 - 3 days ISS, parents notified, contract w/admin.		1-5 days OSS, contract w/admin.	
LEVEL II VIOLATIONS	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	ADDITIONAL OFFENSES
Dress Code Violation	Correct clothing. If clothing is not corrected, move into gross insubordination category			
Targeted use of profanity, vulgarity, abusive language, or unsafe/disrespectful behavior (can be moved to a level III violation, depending on severity)	Detention/School Service/ISS	ISS, contract w/admin	3 days ISS	1-5 days OSS
Willful disobedience, insubordination	Detention/School Service/ISS	1 day ISS	3 days ISS	1-5 days OSS

Truancy	Detention/School Service	1 day ISS	3 days ISS	Tiered intervention or 1-5 days OSS
Defacing school property	Detention/School Service Restitution	1 day ISS	3 days ISS	1-5 days OSS
Fraudulent excuses: written or phone call	Detention/School Service	1 day ISS	3 days ISS	1-5 days OSS
Misuse of the internet/network	1 month suspension of computer rights	9 weeks suspension of internet use at school	1 semester suspension	Loss of all computer privileges
Cheating	Fail assignment/detention with teacher. Parent/admin. contact.	1 day ISS	3 days ISS	1-5 days OSS
Unexcused Tardies (per semester)	10 tardies – 3 lunch detentions	15 tardies-1/2 day ISS 20 tardies- 1 day ISS	30 tardies – Loss of open campus lunch	40 tardies – 1 day OSS
LEVEL I VIOLATIONS				
Classroom Issues / Discipline	Refer to the teacher's syllabi for details. Teacher discipline includes before, after school or lunch detention.			

***This chart is not all inclusive. As violations occur, it will be at the Administration's discretion to handle appropriately. Combined breaking of rules could result in combined consequences. Severity of discipline for a given incident may be modified at the Principal's discretion.

***CATASTROPHIC INSURANCE**

Any RHS Student involved in any extracurricular activity is required by the Wyoming High School Activities Association to pay once a year Catastrophic Insurance fee of **\$7.00**. This must be paid at registration.

4.000 Clubs/Activities

Rawlins High School sponsors several clubs with a wide variety of purposes and activities. Opportunities to expand classroom experiences, learn new skills, and just have fun with peers and staff who have similar interests are available to those who join clubs.

All activity practices will end prior to 9:00 p.m.

It is highly recommended that assignments must be completed in advance when students will be absent because of school activities or arrangements made with the instructor.

4.010 Foreign Cultures Club

Foreign Cultures Club is organized to promote the knowledge of foreign languages and to stimulate interest in the history, customs, and culture of other people. You do not need to be enrolled in a foreign language course to be a member.

4.015 Future Business Leaders of America (FBLA)

FBLA was formed for the purpose of expanding upon the business experiences and opportunities of business students and to promote a greater interest in the field. Any student who has taken or is currently enrolled in a business class is eligible for membership in FBLA.

4.020 SkillsUSA

SkillsUSA was organized to give students who are interested in welding, woods trades, engineering, nursing, or automotives as a future profession or hobby the opportunity to increase their skills and knowledge of vocational trades. Membership is open to any student who is enrolled in a vocational course.

4.025 Science Olympiad

Science Olympiad focuses on science and math interests, and students work together to develop project based work and compete in state competitions.

4.028 Key Club

Key Club is a community service organization that provides service or benefits to the school, community, and country. This club is open to all students.

4.030 National Honor Society (NHS)

National Honor Society is a prestigious nationwide organization, which recognizes academic excellence and civic leadership qualities of character and service. Sophomores, Juniors, and Seniors may be eligible for selection if all requisite criteria are met: minimum cumulative 3.5 GPA, involvement in extracurricular school activities and participation in community service projects. Being selected as a member of NHS is one of the greatest honors that can be bestowed on any high school student.

4.035 R-Club

R-Club membership consists of varsity letter winners in all boys and girls sports at RHS. The goals of the organization are to provide activities to build positive public relations, to promote good sportsmanship, to promote athletics at RHS, to provide and promote a sense of PRIDE in the total athletic program, and to conduct fundraising projects to benefit the total sports program at RHS.

4.040 Rembrandt Art Club

Rembrandt Art Club is an organization designed to develop an appreciation of art in its various forms; to instill a love for beauty in everyday life, to create a desire for beauty in the home, school and community; to broaden the culture of the individual and the group, to have exhibits of the various members' artwork, and to decorate for various holidays.

4.045 Student Council

Student Council is the governing organization of the student body. Governing functions of the Student Council extend into all areas of student activity including such things as assemblies and Outlaw Week. Each class has representation on the Council, as does each club. Students may be on Student Council as a Member At Large by applying to the council and being voted upon in the fall by the whole student council. The Student Council, as well as the class officers consist of President, Vice-President, Secretary, and Treasurer. The elected Student Body Officers may not be a president of any club. Any student who has the required credits to be a member of the class and preferably have 1 year experience in student government from middle school or high school may run for a student body office. This student must be academically eligible, having passed five classes the previous semester of the election. All candidates for a Student Body office must have a 3.0 cumulative GPA at the end of the 1st semester. (Juniors – 5 semesters, Sophomores – 3, etc.) The two weeks before and during election, the student must be passing 6 out of 7 classes. Any student suspended from school for improper conduct, guilty of violating the Drug/Alcohol/Tobacco/Electronic Cigarette Regulation or committing an act of “Breach of Peace” or similar citation from the law enforcement is not eligible to remain in office. Elected class officers are required to attend all Student Council meetings, unless excused prior to the STUCO meeting or any meeting called by a sponsor. All candidates for class office must have a 3.0 at the end of the 1st semester before election and currently academically eligible by passing 6 out of 7 classes. If an officer is removed, another officer may be moved up with the Class Sponsor’s recommendation. If this student does not want the office, the office will be filled by the direction of the Class Sponsor and the remaining officers. If an officer becomes academically ineligible at the end of the semester or does not fulfill their responsibility, he or she will be removed from office. The removal of an officer must be agreed upon by the remaining officers and the Class Sponsor and the Administration/Activity Director. The student and parents/guardian will be notified of the decision. The Student Body president is awarded the Jamie Rochelle Memorial Scholarship at the end of the year.

4.046 Best Buddies

Best Buddies promotes student advocacy, individuality, and inclusion through one on one friendships, scholarship, leadership, and community service. Best Buddies is an international organization adopted by Rawlins High School to improve the climate of our learning environment by serving as role models to support the needs of all of our students, for our school, and our community.

4.050 Athletics

Rawlins High School is a member of the Wyoming High School Activities Association and the Absaraka Conference. We compete in the following sports:

Boys

Cross Country/Indoor Track/Track

Tennis

Football

Swimming

Basketball

Golf

Wrestling

Spring Golf

Spring Tennis

Girls

Cross Country/Indoor Track/Track

Tennis

Volleyball

Swimming

Basketball

Golf

Wrestling

Spring Golf

Spring Tennis

4.055 Intramurals

The intramural program is designed to provide all students an opportunity to participate in sport activities, to demonstrate good sportsmanship, and to experience competition in a school program.

4.060 Other Activities

Speech/Debate: Rawlins High School sponsors a Speech Team, which competes inter-scholastically. All participants will be expected to follow the same eligibility and training rules as the sports participants.

Cheerleading: Rawlins High School has two cheer squads, JV and Varsity. All participants will be expected to follow the same eligibility and training rules as the sports participants. Students must have a completed physical form turned into the activities office in order to participate in Cheerleading.

Drama/Theater: Rawlins High School sponsors two plays and one musical each year. Students attend State Drama and some clubs attend in-state and/or out-of-state conferences. There are other activities, which are extensions of classroom activities, in which students are often involved outside the normal school day.

Band: The Rawlins High School Outlaw Stampede Marching Band provides a great deal of inspiration. During the fall, the band marches in the Outlaw Day parade, competes in State Marching Band Competition, plays at pep assemblies and varsity football games, and some members attend the District Music Clinic. During the winter, the band again leads the spirit of the school at pep assemblies, plays at varsity basketball games, and performs a concert series. Students also have the opportunity to try out and be selected for All-State Band. In the spring, another concert is presented and the band attends the District Music Festival, where their performance is judged. Solos and ensembles also enter the District Music Festival. Jazz Band is a separate band open to interested individuals. This group performs in concerts, at the District Music Festival, and at other festivals. Rental fees for school instruments are \$50 per year and may be paid in \$25 increments at the beginning of each semester. All students must be academically eligible to attend W.H.S.A.A. sponsored functions. Students must have a completed physical form turned into the activities office in order to participate in Marching Band.

Choir: Rawlins High School has five choirs. The choirs present several concerts throughout the year. Each of these concerts has special significance to Rawlins High School. Individual members of the choirs have the opportunity to attend the District Music Clinic and may try out for All-State Choir. The choirs attend the District Music Festival and interested individuals can enter solos. Jazzco serves as a great ambassador for RHS, often singing in other schools, for clubs and organizations, and for special events. Many students from RHS attend competitions around the state that are sponsored by the school. Students from welding attend welding competitions; business students may compete in a state competition, and a team of art students also participates in state and national competitions. Often during the year, students may have other opportunities to attend special events. All students must be academically eligible to attend W.H.S.A.A. sponsored functions.

*** Students must be academically eligible to participate in all Extracurricular Activities or travel for co-curricular events.**

4.065 Dances

Various clubs or organizations throughout the year sponsor dances. These are held as social events, which often serve as fund raising projects. The following regulations apply to dances. It is required that sponsors provide parent chaperones.

-With the exception of the Fall Formal and Prom, only students who attend Rawlins High School are allowed to attend dances.

- All school rules apply at dances.
- Guests must comply with the same rules and regulations as students, and not exceed 20 years of age.
- Individuals who are serving OSS from school will not be allowed to attend dances.
- Any student who leaves a dance or is asked to leave by the supervisor, will not be allowed to return to the dance.
- Dances will be divided into three groups
 - Formal - Prom
 - Semi-Formal such as Fall Formal
 - Casual - School dress code will apply.
- All student behavior expectations are applicable to dances. Students are required to face each other while dancing.

4.070 School Attendance: Day of Competition or Performance

Students are required to attend scheduled classes THE ENTIRE SCHOOL DAY of an athletic event, performance, or activity event, including travel days. The only exception to the attendance rule is a medical excuse by a physician, orthodontist, or prior administrative permission. The administration will handle parental excuses on an individual basis.

4.075 Daily Attendance

Students are required to be in school for at least six (6) periods of the day.

Students who have “Release Time” will attend ALL classes in order to participate in practices.

Exceptions to the “Daily Attendance” rule is a medical excuse by a physician, orthodontist, etc. The administration will handle parental excuses on an individual basis.

4.080 Home/Cooperative/Private School

Home school, Cooperative High School, or private school students are allowed to participate in athletics, clubs, plays, and activities, but are not allowed to attend dances unless they are a guest of an RHS student for the dances that guests are allowed.

These students must meet all requirements of RHS students and must be recommended by their current administrator, as well as the RHS principal in order to be allowed to participate. Students who wish to participate must complete an application that will be reviewed by the RHS administration prior to being allowed to participate. These applications may be obtained from the RHS main office. After a student has been allowed to participate, the administrator of these students must submit a weekly eligibility on Monday at 9:00 a.m.. If no contact has been made, the student will be considered ineligible for that week.

* Home Schools/Private Schools students may be charged a fee to travel on activity trips. This fee will be established by the district.

*Distance Education of Carbon County (Virtual School) students are considered RHS students and will be afforded all the rights and privileges of other RHS students, including participation in all activities.

*Students in the Virtual School must adhere to W.H.S.A.A eligibility requirements. Students must receive credit in five (5) courses the previous semester to participate. Students must also meet weekly RHS eligibility requirements.

* Students not enrolled full-time in an accredited school (home-schooled students) are not eligible to earn academic honors or awards.

4.085 Inappropriate Behavior / Illicit or Over the Counter Drug / Alcohol/Tobacco/Electronic Cigarette Use Regulation

It is considered a **privilege** to participate in activities at Rawlins High School. Students in activities must assume certain obligations and responsibilities beyond those set for students in general. Students in activities are prohibited from the **use or possession** of steroids, drugs, alcohol, tobacco and /or tobacco products. Possession or any violation will lead to suspension from participation in interscholastic events and extracurricular. Implementation of policy and procedures will begin at the start of fall seasons, and will be in effect until the last day of school. Students are encouraged to self-disclose any violations with his/her coach or sponsor. Students will begin each new school year with a clean record when a student has completed a violation and is back in good standing. A violation of the Drug/Alcohol/Tobacco use regulation does not state that a student must be given a ticket by law enforcement to be in violation of this policy. The Administration/Activity Director will investigate any incident, if an individual is willing to make a statement in writing of a student's violation. Students participating in multiple activities at the time of suspension, the suspension will apply to all the activities. Suspensions shall begin the first working day the Activity Director is notified.

Current School Year Dates:

**** School Season Start - August 17, 2020 and Last Day of School is May 26, 2021****

Please see activities handbook for all other activity based policies

4.090 Valedictorian/Salutatorian

Valedictorian will be determined by cumulative GPA. If there is a tie, the student's highest ACT Composite Score will be used to break the tie. If a tie remains, multiple Valedictorians will be honored. Salutatorian will be determined by cumulative GPA. If there is a tie, the student's highest ACT Composite Score will be used to break the tie. If a tie remains, multiple Salutatorians will be honored.

4.095 Awards

Individuals participating in interscholastic athletics may earn chenille letters, and freshmen or JV awards. Special awards are presented to athletes earning six varsity letters, eight varsity letters, and ten varsity letters. Chenille letters are also given in Band, Choir, Drama, Art, Speech, and Student Council. Scholastic achievement awards are also given to participants in extracurricular activities who maintain a 3.5 grade point average while participating.

An awards recognition ceremony is held at the end of each year. At this time, most clubs recognize their outstanding members. Department recognition in the fields of art, music, drama, and science are also presented. Pins are given to the highest-ranking boys and girls in each class, based on cumulative grade point averages. Tri-T Honorary also awards pins to the five students in each class who rank at the top of their respective classes for the current year only. Students who demonstrate consistent success academically can earn an academic letter.

Five special senior award winners are chosen by nomination and vote of the entire faculty, and are based on citizenship, scholarship, leadership, and involvement in activities. These awards are the Outstanding

Senior/Clark Hull Memorial Scholarship, the A.A.U.W. Estella Seaverson Award, the William J. Williams Award, the George Eliopoulos Memorial Award, the Francis A. Connor Memorial Award, Four special senior awards are chosen by nominations and votes of the entire coaching staff. These awards are: Carl Jon Nelson Outstanding Senior Boy Athletic Award, R-Club Outstanding Senior Girl Athletic Award, Sportsmanship Award and the Del Dixon award. Community service clubs, as well as school organizations, sponsors many of these awards. In addition, some community organizations present their own awards to students based on scholarship, leadership and citizenship. The Jamie Rochelle Memorial Scholarship is awarded to the student body President each year.

4.100 Academic Letter

Students at Rawlins High School who demonstrate consistent high levels of academic achievement may earn an academic letter. This award is chenille “R” in Old English script. Only points earned at RHS can be recognized for this letter. A student achieving his/her first academic letter at RHS will receive a chenille letter, which is a variation from letters already mentioned. Only one academic chenille letter is given to an individual. A student will receive a metal bar insert for each year which he/she qualifies for an academic letter. A student will also receive a certificate for each year that he/she qualifies for an academic letter. The criterion for receiving an academic letter is based upon the accumulation of points.

- 120 points for first letter (first bar)
- 240 points for second letter (second bar)
- 360 points for third letter (third bar)
- 480 points for fourth letter (fourth bar)

Points are received for the following achievements:

- Honor Roll -20 pts. (Per semester)
- Straight “A’s” for a semester -30 pts.
- Team member of class related contests: i.e. State Math Contest, Business Skills Tournament, Skills USA, Plymouth Troubleshooting Contest, and Welding Contests, placing in the top 5 places---10 pts.
- Placing in the top 10% class ranking at the end of the school year-20 pts.
- Participation in competition where class related projects are judged, projects are exhibited (placing in the top five) or other educational benefit is received by attendance as choir or band performance: i.e. UW Science Symposium, State Art, All State Choir and Band, District Honor Band and Choir, All State Drama, State FBLA, State Journalism, All Northwest Choir---10 pts.
- RHS/WCA (separate certificate, but same award) Scholastic Achievement Awards---5 pts.(Per sport or activity)
- WHSAA Distinguished or Outstanding Scholastics Award---5 pts.
- Top 10% scholastically of senior class after seven semesters---30 pts.
- Kiwanis Outstanding Student Award---10 pts.
- Membership in National Honor Society---20 pts
- Academic All-Conference---10pts.
- APEO & Lions Club Top Rank---10 pts.
- UW (or similar) Summer Academic Institute, and Boys/Girls State Participants--10 pts
- Other activities and awards as determined by administration or designee---not to exceed 10 pts.
(Southwest District Outstanding Girl/Boy Athlete, Wyo. Chapter Football Hall of Fame)

Points toward an academic letter can not be achieved through participation in the following activities, except by receiving a RHS Scholastic Achievement Award, because an individual can qualify for letter awards in these activities: Sports, Cheerleading, Drama, Speech, Vocal Music, and Instrumental Music.

4.105 Service Letter

Each student attending Rawlins High School can qualify for and earn a Service Letter. In order to obtain the letter, students must be involved in both school and community service projects, involved in an extracurricular club or team, and show school spirit by attending sporting and fine arts events. Many

universities and employers are looking for service as an element of their potential candidates. RHS is dedicated to providing opportunities for students to excel in this area and all students are encouraged to do the work and earn their service letter.

5.000 Support Services

Support services offered by Rawlins High School are, but not limited to counseling, library, and health services.

5.010 Counseling Services

The guidance counselor is your resource in developing and monitoring your educational and career path. The counselor will work with you individually to help you select appropriate courses which insure that graduation requirements are met, keep you informed about your academic progress, and ensure that every possible post-secondary educational, vocational, and career opportunity is made available to you. See your counselor about college admissions, scholarships, financial aid, the military, and standardized testing (such as ACT's, etc.). Your counselor is available to assist with any problems that may hinder your success at Rawlins High School. Make a point to visit your counselor frequently.

5.015 Testing Information

The following tests are given each year at Rawlins High School. These tests provide information which assists students in preparing for their future: i.e. measurement of achieved skills, identification of aptitudes, assessment of student's interests and career potential, and admission or placement in college, tech school, or the military. Additional information about each test may be obtained from the school counselor.

- **ACT – American College Tests**—ACT test scores are important for admissions and proper placement in college. ACT's are the preferred admissions tests for most colleges and universities in the U.S. ACT's are given at RHS in October, December, and April. College bound students should take this test during the spring of their junior year and in October or December of their senior year. **ACT's MUST be taken in the junior year per state mandated request by the Wyoming Department of Education and in order to be considered for many scholarships including the U. W. Trustees and Wyoming Scholars Scholarships.**
- **SAT – Scholastic Aptitude Test**—SAT testing results are primarily used for admissions and placement at colleges on the East Coast and West Coast and the US military Academies. SAT's are given at Rawlins High School in November and May upon request.
- **ASVAB – The Armed Services Vocational Aptitude Battery** of tests provides career and vocational information, which can be used, for enlistment into any branch of the military and/or to further refine individual four-year plans. This test is administered to students in grades 11 and 12 in the fall upon request..
- **PSAT – Preliminary Scholastic Aptitude Test**—PSAT Tests are given as a qualifying exam for several scholarships, including the National Merit Scholarship. The PSAT is administered to juniors in October upon request.
- **COMPASS – The compass test** is a test used mainly by Junior Colleges for admission.
- **AP (Advanced Placement) Exams** – AP Exams are given in May to students who complete AP courses and/or choose to attempt college credit and/or advanced college placement.
- **WY-TOPP- This is academic testing mandated by the Wyoming Department of Education.** Students in 9th and 10th grades will be tested in areas of ELA, Mathematics, and Science.

5.020 Library-Media Center Policies

The Library-Media Center will open for staff and students on a limited capacity basis to follow new health and safety protocols in place for the 2020-2021 school year. Use will need to be arranged in advance with the Media Specialist.

5.025 Media Center Student Use

The Library-Media Center is a learning resource area for quiet study. Students have the privilege of using these facilities and materials and, by doing so, students assume these responsibilities:

- To be quiet and not disturb others
- To take care of materials
- To not eat, drink beverages, or use tobacco
- To abide by all Library-Media Center policies
- To conform to the computer lab agreement
- To use acceptable online behavior

All materials are to be checked out before one leaves the Library-Media Center. Students may renew materials before the same period by bringing them to the circulation desk for renewal. Students are responsible for having all materials returned to the library on time. A fine will be charged for overdue materials. No fine will be charged that exceeds the cost of the overdue material. Students are responsible for returning all library materials undamaged. Lost or damaged materials, which are still usable, will be assessed for the cost of repairs.

5.035 Health Services

Students who become ill or injured during the school day should report to the office so it can be determined if the nurse or parents should be called. Students will not be sent home until the office has made parent/guardian contact. **Please see additional protocols for students in the RHS Smart Start Re-Entry Plan.**

Administering of Prescription Medication-Board Policy JLCD

1. For any prescription medicine to be administered at parent request by school employees, the following must be accomplished:
 - a. There must be, on file, a written statement of the physician's directions specifying frequency, amount and method of administration, signed by the prescribing physician (JLCD-E1). Included in the statement shall be a description of anticipated reactions of the child to the medicine.
2. The medication shall be maintained in the original pharmaceutical container labeled with:
 - a. Name of child
 - b. Name of medication
 - c. Directions for use
 - d. Name and phone number of physician
 - e. Name, address and phone number of pharmacy
 - f. Date of prescription
3. There shall be a record maintained including the child's name, the date and time each time medication is administered and the signature of the person administering the medication.

- a. For each medication there shall be a signature of the parent requesting and authorizing school personnel to administer the medication in accordance with the prescription. Such a request must be obtained at least once during each school year.
- b. The medication shall be kept in a designated, locked and limited access space.
- c. Access to and dispensing of the medication shall be under the supervision of the school principal or designee.
- d. The principal or designee will sign JLCD-E1 before administering medication. No one shall administer medication without signing the form.

Administering Non-Prescription Medication

1. For any non-prescription medicine to be administered at parent request by school employees, the following must be accomplished:

- a. There must be, on file, a signed parent request form (JLCD-E2).
- b. The principal or designee will sign JLCD-E2 before administering medication. No one will administer medication without signing the form.
- c. There shall be a record maintained including the child's name, the date and time each time medication is administered and the signature of the person administering the medication.
- d. Over the counter medication sent from home must be in the manufacturers' original container. The school shall not purchase or furnish any medications under any circumstances pursuant to Wyoming State Statute 33-24-142.

Self Administration of Medication

1. The Carbon County School District One Board of Trustees shall permit a student to possess and self administer asthma medication or epinephrine for severe allergic reactions within any school of the District if a written statement is submitted to the Principal containing:

- a. Parental verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of asthma medication or epinephrine;
- b. Health care provider identification of the prescribed or authorized asthma medication or epinephrine and verification of the appropriateness of the student's possession and self-administration of asthma medication or epinephrine.

The written statement shall be prescribed by the Wyoming Department of Education with the assistance of the Department of Health, and shall require the signatures of the parent or guardian of the student and the student's physician and physician's representative.

Asthma medication means prescription or non-prescription inhaled asthma medication.

5.040 Special Education/504 Services

Carbon County School District One provides appropriate special education and related services for children with any disability, as mandated by the Rules and Regulations governing the Individuals with

Disabilities Education Act (IDEA) amendments of 1997. For those students with qualifying disabilities under Section 504 of the *Rehabilitation Act of 1973*, Carbon County School District one provides either accommodations or related services in the general educational environment in order to allow the student to have equally effective participation in the school's programs. Information is available in the principal's office for those parents who suspect their child has a disability or for those who have concerns regarding their child's academic performance.

COMPUTER LAB AGREEMENT-ACCEPTABLE ONLINE BEHAVIOR

Students and staff must sign an acknowledgment of the conditions of the policy and regulation. Students under the age of 18 must have a signed permission form from a parent or guardian.

Student/Staff User

I understand and will follow the provisions and conditions of the District's **Internet Acceptable Use Policy and Regulations**. I understand that if I violate any of the regulations, it may result in disciplinary action, my user account may be revoked, suspended, canceled, or closed, and/or appropriate legal action may be taken. I further understand that some violations may constitute a criminal offense.

I will report any violation of the District's **Internet Acceptable Use Policy and Regulations** or misuse of the Internet system to a staff member or administrator of Carbon County School District One. I understand misuse can come in many forms, including messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, vandalism, and other issues or conduct described in the Regulations. Tampering with the components of the computers or the Internet network is also considered misuse.

Student/Staff Username (please print) _____ Date _____

Home Address _____

Age (student only) _____ Date of Birth (student only) _____

Parent or Guardian Permission to Use the Internet. Students under the age of 18 must also have the signatures of a parent or guardian who has read the **District's Internet Acceptable Use Policy and Regulations**.

As the parent or guardian of this student. I have read the **District's Internet Acceptable Use Policy and Regulations** and understand the Internet is designed for educational purposes. I understand it is impossible for Carbon County School District One to restrict access to all controversial materials, and I will not hold Carbon County School District One responsible for materials acquired or accessed on the Internet. I also agree to immediately report any violation of the **Internet Acceptable Use Policy or Regulations** or misuse of the information system to the District Administration. Misuse can come in many forms, including messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, vandalism, and other issues or conduct described in the Regulations. Tampering with the components of the computers or the Internet network is also considered misuse.

I accept full responsibility for supervision if and when my child's use of the Internet is not in a school setting.

I hereby give my permission for the District to issue an account for my child and understand this account may be revoked, suspended, canceled or closed, and subject my child to discipline if my child fails to abide by the provisions and conditions of the District's **Internet Acceptable Use Policy and Regulations**. I further understand some violations may constitute a criminal offense.

Parent/Guardian Name (please print) _____ Date _____

Parent/Guardian Signature _____ Date _____

CARBON COUNTY SCHOOL DISTRICT ONE

POLICY – JICFA

BULLYING POLICY

General Policy Statement

It is the policy of Carbon County School District #1 to maintain a learning and working environment that is free from bullying based on a person’s race, color, sex, national origin, religion, disability, sexual orientation, and economic status. The School District prohibits any and all forms of bullying because it violates the basic right of students, and staff to be in a safe, orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community.

It shall be a violation of this policy for any student or staff member to bully another while attending school or school-sponsored events. It shall also be a violation of this policy for any school staff member to tolerate bullying during school or at school sponsored events.

For the purpose of this policy, the term “school staff” includes board members, school employees, agents, volunteers, and contractors or other persons subject to the supervision and control of the District. The School District will promptly and thoroughly investigate reports of bullying, whether of a physical or of a non physical form. If it determines that bullying has occurred, it will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying.

Any information relating to a reported incident of bullying, intimidation or harassment is considered confidential and will not be disclosed other than as necessary to effectively implement this policy.

Definition of Bullying

For the purpose of this policy, bullying consists of repeated *systematic abuse and harassment of a person or persons by another. Bullying may be characterized by 7 elements:

1. A desire to hurt or harm motivates the perpetrator
2. This desire to hurt or harm results in hurtful or harmful action(s) taken by the perpetrator.
3. A formal or informal power imbalance exists between the perpetrator and the victim.
4. The action(s) taken by the perpetrator are manifestations of the unjust use of power.
5. The perpetrator enjoys carrying out the action(s).
6. The victim has a sense of being oppressed.
7. The perpetrator typically repeats the hurtful or harmful actions against the victim.

Examples of Bullying

Bullying may be either physical or nonphysical acts. It may, or may not, involve criminal behavior. If criminal acts, or suspected criminal acts, have occurred, staff must contact the appropriate criminal authorities as required in law and policy.

Physical Acts may include, but are not limited to the following:

- Assault with a weapon
- Grievous bodily harm
- Seriously threatening to kill or cause harm
- Serious theft
- Abuse/Sexual Abuse
- Locking a person in a room
- Damage to victim’s property
- Biting
- Hair pulling/Shoving
- Hitting/Punching/Scratching
- Kicking
- Spitting
- Pinching/Grabbing

Non-Physical acts may include, but are not limited to the following:

Verbal

- Abusive language
- Extorting of money or possessions
- Intimidation/threats
- Name calling
- Cruel remarks
- Spreading false/mean rumors
- Gender-based put-downs

Non-Verbal

- Mean faces
- Rude gestures
- Systematically excluding
- Isolating
- Sending scary/intimidating notes
- Mean gender-based pictures
- Electronic message

Note: Sexualized bullying is considered to be sexual harassment. See Policy JL, Sexual Harassment that defines sexual harassment and provides procedures for handling it.

Bullying is distinguishable from roughhousing or friendly teasing in that bullying is intentionally hurtful and motivated by the desire to harm/hurt the victim.

Duty to Act

Students who experience bullying are encouraged to report it to any adult employee of the District. Any employee of the District who observes bullying or receives reports of it is required to act immediately to protect the alleged victim and to immediately forward an Incident Report to the Principal for prompt investigation as required in site procedures. Staff who fail to protect alleged victims and/or to immediately submit an Incident Report to the Principal according to site procedures are subject to disciplinary measures, up to and including termination. Upon the initial report of bullying a school administrator will be notified within 24 hours. Investigation will proceed within 48 hours which may include completing a bullying report, interviewing the victim, interviewing potential witnesses, or any other action determined valuable to resolve the conflict. The investigation will conclude within 5 school days.

Sanctions for Bullying

Once an investigation has concluded, if bullying has occurred, sanctions will be taken against the perpetrator. For students, these sanction(s) must be appropriate to the seriousness of the incident(s) and may include suspension and/or expulsion or other discipline in accordance with accepted common sense application of the district discipline policies. For staff, sanction(s) must be appropriate to the seriousness of the incident(s) and may include termination or other common sense discipline in accordance with contract provisions or other policies of the District. Notification will be provided to all parties to the extent permissible by law and other governing policies. This notification will occur within 48 hours of conclusion of the investigation. Appropriate consequences will be administered to any student or staff member found to be responsible for bullying.

Retaliation Prohibited

Retaliation or reprisal against any person who reports bullying incident(s) is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment used against a person who reports an incident(s) of bullying in good faith. Disciplinary action against any person who retaliates or engages in reprisal of reporting such behavior(s) may include sanctions up to and including expulsion/suspension for students and termination for staff engaging in such prohibited conduct.

False Reporting

Students and staff are prohibited from knowingly or willfully falsely accusing one another of bullying. Disciplinary action up to and including expulsion/suspension for students, and termination for staff shall be taken if they make such knowingly false reports.

*It is vital to understand that a single incident may meet this definition if it is egregious, violates criminal law, or involves unreasonable harm to the victim.

Adopted 04/13/06

Brooke Mendez

Diane MacPherson, MSW

Guidance Counselor

Social Worker

Phone 328-9280 Ext. 496

E-MAIL: BDOTTERER-MENDEZ@CRB1.NET

Phone 328-9280 Ext. 450

E-MAIL: DMACPHERSON@CRB1.NET

Disclosure Statement

Brooke Dotterer-Mendez is the guidance counselor at Rawlins High School. Diane MacPherson is the social worker. These staff positions are designed to assist students with academic, career/college, social-emotional issues, as well as crisis management. Ms. Mendez is a certified School Counselor who earned a Master's Degree in Guidance and Counseling from Wilmington University and a Bachelor's Degree in Anthropology/Sociology from Elizabethtown College in Pennsylvania. Diane MacPherson is a certified Social Worker who earned her Bachelor's and Master's degrees in social work from the University of Wyoming.

Rawlins High School counselors/social workers clearly define and maintain professional, legal, and ethical boundaries with clients/students and those they supervise. They will adhere to the Code of Ethics of the American Counseling Association (ACA) and the American School Counselor Association (ASCA), and abide by all District, State and Federal law / regulations governing sound practice.

Student Rights

1. You have the right to be treated with dignity and respect, as an individual who has personal needs, feelings, preferences and requirements.
2. You have the right to diversity sensitive treatment in all aspects of your role as a student at RHS.
3. You have the right to be fully informed of all services available to you including purposes, goals, and techniques used.
4. You have the right to be fully informed of your rights as a student and of all rules and regulations governing your conduct as a student.
5. You have the right to refuse services for social-emotional issues offered by the school counselor.
6. You have the right to appropriately voice opinions, recommendations and grievances in relation to policies and services offered without fear of restraint, interference, coercion, discrimination or reprisal.
7. You have a right to confidentiality with the exception of reasonable belief that you or someone is in danger of being harmed. However, a record of interactions (not content) will be available at parent's request.

8. You have the right to visit the guidance counselor's office if you have academic, career/college, or social-emotional concerns.

Guidance Counselor Office Procedures

1. When you enter the office, please be seated in the front office and wait until someone assists you.
2. When possible, please present a pass from your teacher excusing you from class.
3. Ms. Mendez or Mrs. MacPherson will issue you a pass to return to class when time is completed. Please return to class promptly.
4. Please turn in scholarship applications to the appropriate folder and indicate the need for transcripts.

Non-compliance with guidance office procedures may result in students being asked to return to class or the main office.

Handbook Contract 2020 – 2021

Parent/Guardian & Student

I, _____, am a student at Rawlins High School. I have received and read the rules, policies, and regulations for the school as stated in the Student Handbook.

Student Signature

Date

I hereby understand that I am not to be on other school grounds during the school day, or ½ hour before or after without permission of that school's administration. Failure to gain permission may result in a police citation for trespassing.

Student Signature

Date

My child, _____, and I have read the rules, regulations and policies as stated in the Rawlins High School Student Handbook. I agree to encourage my child to follow the handbook, with **Respect, Honesty and Self-Discipline**.

Parent Signature

Date

If the Handbook is not signed and returned to the High School Office by the 2nd Friday after the start of the school year, the student will not have Open Campus privileges until the form is returned.

Home Technology Inventory

Student Name _____

- We do not have a computer in our home
- We have 1 or more working computers in our home.
- We do not have internet service
- We have dial-up service
- We have cable or broadband internet service

We use email on the following basis

- Every day
- Every week
- Never

I can be reached at the following email address _____@_____

2020-2021
Student Driving Waiver for RHS and CCHEC

I hereby give permission and assume full liability for my son/daughter to drive to and from Rawlins High School and CCHEC campuses instead of riding the bus, and further agree to and understand the following:

- Driving between campuses is a privilege
- The student is expected to check out/in at the appropriate campus as scheduled
- The student is not actually in school while driving between campuses.
- Following traffic laws and licensure/insurance requirements are the responsibility of the parties signing this document
- Students may not transport other students who do not have a waiver on file
- The parent/guardian or either school administration may revoke this privilege at any time if the student is truant, excessively tardy, displays poor driving at either campus, or concerns are raised about safety or the academic well-being of the student.

Student Name and Signature

Date

Parent/Guardian Signature

Date