



ARAPAHOE MIDDLE SCHOOL

2023-2024

307-856-9333

Linda Smith, Principal
linda.smith@fremont38.com

Curt Mayer, Superintendent
David Holbert, Curriculum Director
Karen Brown, Special Education Director
KayCee Quiver, Secretary/Registrar
Kas Chodon, School Counselor
Karen Brown, Athletic Director

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**Arapahoe Middle School
445 Little Wind River Bottom Road
Arapahoe, WY 82510
307-856-9333**

Office Staff Email Addresses

Linda Smith, Principal.....linda.smith@fremont38.com
KayCee Quiver, Secretary.....kaycee.quiver@fremont38.com

School Compact

Arapahoe Middle School values the importance of working with the parents, extended family and community to help students achieve high academic and social standards. This compact is a voluntary agreement that supports the partnership in educating our students.

Student Agreement - I will do my personal best to:

- Attend school each day and be on time.
- Complete and hand in assignments.
- Respect others, my environment, and myself.
- Learn and apply classroom and Arapaho lessons to daily life.
- Adhere to the dress code.
- Maintain high ethical standards.
- Be safe, be respectful, and be responsible.

Parent/Guardian Agreement - I will do my personal best to:

- Support the guidelines to the Student/Parent Handbook.
- See that my child attends school daily and is on time.
- Establish a time to complete and review assignments.
- Encourage my child's efforts to be the best they can be.
- Stay aware of what my child is learning.
- Request assignments for any absences.
- Support the education provided by FCSD#38.

Teacher Agreement - I will do my personal best to:

- Provide appropriate assignments for students.
- Provide necessary assistance to parents/guardians so that they can help with assignments.
- Encourage students and parents by providing on-going information about student progress.
- Encourage students to do their best every day.
- Nurture the students emotionally, socially, and academically.
- Prepare, deliver and differentiate academic lessons for students using Wyoming Standards.
- Support the Arapaho Language and cultural heritages in and outside of the classroom.

Principal Agreement - I will do my personal best to:

- Provide instructional leadership.
- Support the teaching of the Wyoming Standards with effective delivery.
- Support the Arapaho language and cultural heritage.
- Nurture the students emotionally, socially, and academically.
- Provide an environment that allows for positive communication between the teachers, parent and student.
- Ensure teachers provide assignments that will reinforce classroom instruction. •
- Ensure teachers and staff communicate effectively and timely with students and parents/guardians. This includes phone calls, emails and other forms of communication which meets our families where they are.
- Support Arapahoe Schools staff emotionally, socially, academically and professionally.
- Support parents/guardians by providing opportunities for active participation in promoting student

Mission Statement

Our Mission at Fremont County School District #38 empowers students to acquire a rigorous education through effective academic instruction, becoming fluent Hinono'eitiit speakers who encourage a strong identity and to embrace their cultural heritage that builds on their resilience to flourish in two worlds.

Vision Statement

Our Vision at Arapahoe Schools is to enact the following Three Pillars:

- Our students receive a rigorous, high-quality education in order to be successful in all future endeavors.
- The Hinono'eitiit (Arapaho Language) is immersed throughout our school's community.
- We will establish a culture and climate of health that benefits everyone in our school community.

Value Statement

Together we teach, together we learn, together we succeed.

Woohooniihi' Neeyei3eibee' no Woohooniihi' Hee' iiyeino' Woohooniihi' Koxkuseeno

Direction

We will achieve the district's vision by ensuring positive academic, social, emotional, physical, spiritual and cultural growth for each of our students to meet the challenges in a culturally diverse world.

Philosophy

As a school, we will identify student needs early and consistently. We will monitor, evaluate, and intervene for each individual student level. We will then apply appropriate interventions as needed.

Working with parents we will personalize our schools so students are connected to caring adults.

We will closely examine existing school policies and procedures to ensure that they are meeting the needs of our students.

We will build parent/guardian and community relationships.

The Peaceful Warrior Pledge

I will pledge to be part of the solution.

I will eliminate taunting from my own behavior.

I will encourage others to do the same.

I will do my part to make my community a safe place by being more sensitive to others.

I will set the example of a caring individual.

I will eliminate profanity toward others from my language.

I will not let my words or actions hurt others,

And if others won't become part of the solution, I will.

Arapahoe School's colors are Blue & Gold and our mascot is the Falcon.

Emergency Phone Numbers

Emergency Phone Number	9-1-1
Wind River Police Department	(307) 332-3112 or (307) 332-6880
BIA Criminal Investigator	(307) 332-3112 or (307) 332-7808
Wind River Cares - Arapahoe	(307) 856-9281 or (307) 332-7016
Indian Health Service - Ft. Washakie	(307) 332-2726 or (307) 332-2716
Fremont Counseling	(307)856-6587, (307) 332-2231 or (307) 332-0193
Poison Control Center	1-800-955-9119
SageWest Health Care - Riverton	(307) 856-4161
SageWest Health Care - Lander	(307) 332-4420

Other

KOVE (307) 332-5683	KTAK-FM (307) 856-2251
KWRR (307) 335-8740	KCWC-TV (307) 856-6944
KTRZ (307) 856-2922	KVOW-AM (307) 856-2251

Riverton Ranger	(307) 856-2244
Wind River News/Wyoming State Journal	(307) 332-2323

School Board of Education

Pat Moss	Chair
Leslie Spoonhunter	Vice-Chair
Leo Hanway II	Treasurer/Clerk
Lionel Bell	Trustee
Becky Bell	Trustee

District Administration & Personnel

Administration/Personnel	Name	Ext
Superintendent	Curt Mayer	4000
Executive Admin Assistant to the Superintendent	Jennifer Green	4010
Curriculum Director	David Holbert	4060
Elementary Principal	Mindy Doebele	1154
Elementary Administrative Assistant	Agnes Logan	1000
Elementary School Counselor	Heather Ley	1153
Middle School Principal	Linda Smith	2011
MS Administrative Assistant	KayCee Quiver	2010
Middle School Counselor	Kalsang Chodon	2005
High School Principal	Katie Law	3000
High School Counselor	Daniel Marquart	3110
Special Education Director	Karen Brown	1141
Special Education Counselor	Donna Alvarez	1143
Federal Programs Director	Veronica Miller	4070
Technology Director	Matt Ayers	4090
Business Manager	Ralph Vinci	4020
Transportation Supervisor	Sandford Friday	4100
Office of Registrar	KayCee Quiver	2010
Facilities Director	Martin Kenison	4130
Food Service Director	Krystal Northcott	1161
School Resource Officer	Officer Mathew Lee	1152
Home School Coordinator	Dee Cuch	1151
School Nurse	Michelle Westman	1150

Arapahoe Middle School Staff

Position	Name	Ext
Middle School Principal	Linda Smith	2011
Special Education Director	Karen Brown	1141
MS Administrative Assistant	KayCee Quiver	2010
School Security Guard	Dean Littleshield	2013
School Counselor	Kalsang Chodon	2005
Special Education Counselor	Donna Alvarez	1143
School Nurse	Michelle Westman	1150
IT Coordinator	Kris Graff	2004
ELL Coordinator/Business	Darci Holbert	3020
6th Grade Teacher	Kevin Jones	2008
6th Grade Teacher	Jeanmarie Cooper	2001
6th Grade Teacher	Kami Poledna	2002
Mathematics Teacher	Martin Corcorran	2020
Science Teacher	Brayden Wirick	2033
Arapaho Language Teacher	Lorraine Goggles	2025
Social Studies Teacher	Jamie LeJambre	2019
English/Language Arts Teacher	Ashley Whipp	2030
Special Education Teacher	Tania Chavez	2026
7-12 PE Teacher	Brock Kisling	2028
Art Teacher	Adrienne Vetter	1115
Computer Science	Kyle Trumble	2002
Library/Media Teacher	Ron Chesmore	1139
6th Grade PE Teacher	Keanu Campbell	1159
Adaptive PE Teacher	Adam Brasel	2028
Reading Coach	Mary Brown	

Math Coach	Amanda Harding	
Student Advocate	Skyla Jarvis	2018
Arapaho Language Aide	Ray Underwood	2025
SPED Para	Tom Bushyhead	2026
SPED Para	Clinton Monroe	2026
SPED Para	Jason Arbogast	2026
General ED Para	Adam Brasel	2028
General ED Para	Skylar Littleshield	2033
General ED Para	Jewel Brown	2008

WELCOME

Welcome to Arapahoe Middle School, the school for all sixth through eighth grade students from Fremont County School District #38. We hope you will find our teachers, staff, and students friendly, helpful, and willing to assist you in your transition to and through middle school. If you have any questions or concerns about any of our programs, please call our office at 856-9333 ext. 168. Teachers are available for conferences according to their schedules and the principal's door is open for visits at any time.

ARRIVAL/DISMISSAL AT SCHOOL

Students should arrive at school between 7:50-8:15 a.m. Students should go to the cafeteria where they will be supervised by school staff while eating breakfast. Students are not permitted in other parts of the building (middle/elementary) when breakfast is being served. We ask for your cooperation by not bringing or sending students to school any earlier than necessary. Students eating breakfast may enter the building and proceed to the food service area at 7:50 am.

SCHOOL HOURS

Breakfast is served from 7:50 a.m. to 8:05 a.m. each school day. Homeroom is between 7:55-8:15. Classes begin at 8:15 a.m. Lunch is served daily from 12:15 p.m. to 1:00 p.m. The school day ends at 3:35 p.m.

Leaving School During School Hours or Once A Student Has Arrived At School: Students may be dismissed during school hours to meet a medical or dental appointment or for personal reasons of the parent. To safeguard your child, requests for dismissal to anyone but the parent must be by phone or in writing and submitted to the principal. If possible, send this request to the office one day in advance. Once a student arrives at school they may not leave without permission from the office. **Before the student is released, the parent must come to the office and sign the student out. *At age 14 students are allowed to walk to an appointment by phone or written notice from the parent.**

STUDENT RELEASE IN TIMES OF CRISIS

If the district has activated its crisis plan and enacts the Student Safety and Release procedure, parents will receive a message through the automated calling system (**Apptegy**). This message will include information about where and when students may be picked up and other critical details. Regardless of the

circumstances, students will be released only to a parent/guardian or a previously identified emergency contact person; all adults will be required to provide a form of photo ID.

GRADING SYSTEM

The following Standards Based Grading System is used to record academic progress. The grades and their meaning are:

- A – work demonstrates student mastery of standard (consistent and independent)
- B – work demonstrates student is meeting standards
- C - work demonstrates students is approaching proficiency of standards and skills
- D – work demonstrates student is struggling with content standards
- F – Demonstrates students is unwilling to complete work required to meet standards

GRADING, PROGRESS REPORTING, AND HONOR ROLL POLICY

Each grading period is approximately 9 weeks in length. Parents who have Internet access may have daily access to their student’s grades, and attendance through the school’s Power School program. Parents must request a password from the office after presenting a picture ID. Grade cards will be issued following the close of each quarter. Incompletes must be removed within two weeks after the distribution of grades or the incomplete becomes an F. No incomplete grades will be given during the 4th quarter.

Recognition for Outstanding performance in all classes will be in the form of the Superintendent’s Honor Roll with a 4.0 or straight “A’s”, the Principal’s Honor Roll by obtaining a 3.5 to 3.9 grade point average, and the Honor Roll by obtaining a 3.0 to 3.4 grade point average.

- A - 4
- B – 3
- C – 2
- D – 1
- F – 0

GIFTED AND TALENTED PROGRAM

The Gifted and Talented Program at Arapahoe Middle School is designed to keep the student advancing to a higher-level of material in a subject while allowing them to maintain their level in other subjects. The program presents eligible students with academic material from established curricula that is commensurate with their ability and preparedness. The Gifted and Talented Program will focus on the three (3) core areas of Arapaho Language, Mathematics and English/Language Arts.

A student can become eligible for the Gifted and Talented Program through meeting at least 3 of the 5 determined criterias. They are as followed:

1. Overall Grades/GPA
 - a. A student must have 4.0 GPA or straight “A’s” in all of their classes.
 - b. A student must score advanced on the WY-TOPP Summative Test.
 - c. A student must be approved by ALL Core teachers and principal.

ACADEMIC RECOGNITION

Academic Recognition will be awarded to all eligible students monthly during the Falcon Pride Celebration on the last Friday of the month. This will include classroom awards, Student/Staff of the Month, Falcon Legend, and Unsung Hero Awards. At the end of each school year, AMS will hold an assembly to honor academic excellence. An academic recognition assembly and celebration will be held for 8th grade students. Special 8th Grade Recognition will include the Falcon of the Year – Boy & Girl (8th grade ONLY) Each content area teacher shall choose the outstanding student(s) of each discipline.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

The MTSS infrastructure at Arapahoe Middle School includes the knowledge, resources, and organizational structures needed to effectively implement the four essential components of Wyoming MTSS. By ensuring the proper infrastructure, AMS will

- have the structures to implement MTSS schoolwide
- implement MTSS with fidelity and reach the identified goals in each Tier of Intervention
- be able to work toward sustainability of MTSS implementation

RESPONSE TO INTERVENTION (RTI)

At Arapahoe Middle School the RTI process is a multi-tier approach to the early identification and support of students with learning and behavior needs. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction.

GUIDELINES FOR PROMOTION OF MIDDLE SCHOOL STUDENTS

Each 6th grade student will be part of a self-contained homeroom, with departmentalization within each grade level to teach the cores of Arapahoe Language, Math, Reading/Writing and Science. Each seventh and eighth grade student must be enrolled in Arapaho Language, Language Arts, Math, Science, Social Studies, and P.E./Health. Additional Specials/Enrichments will be offered.

Students must pass all core classes to be promoted to the next grade. Students who fail to meet these requirements may be reviewed by a committee to determine retention or promotion. The committee will be composed of admin, school board, middle school staff members and parents or legal guardians.

ADMISSION OF STUDENTS

Resident Students

Any educable child of specified age or who meets specifications established by Wyoming statutes and who is living with a natural parent, or parent by legal adoption, or guardian, who actually resides within the boundaries of the Fremont County School District #38, shall be permitted to attend the public schools of FCSD#38, Wyoming, without payment of tuition, unless otherwise prohibited by the policies, rules and regulations of the Board of Education of Fremont County School District #38. FCSD#38 will not pay tuition for students attending school in other districts except as may be mandated by the State of Wyoming or the Federal Government.

Non-Resident Students

Non-resident students may be admitted to the Fremont County School District #38, when such action appears appropriate. Non-resident students must fill out an application. The District reserves the right to deny any application it deems necessary. Some of the factors to be considered prior to rejection or acceptance are as follows:

1. Any student suspended or expelled from another district whether located inside or outside the state, for the duration of the suspension or expulsion regardless of whether or not the student establishes residency within the district.
2. The school district will not provide transportation for non-resident students except on regular bus routes running within the boundaries of this school district. Exceptions to this policy may be made only with the express consent of the Board of Trustees and any adjacent school district, which would be affected.

3. Every non-resident student attending the school district may be required to have a person of adult age agree to be responsible for the student with regard to all educational decisions and who can authorize emergency medical treatment and care.

Other Guidelines

1. In the semester review, the following items will be considered to determine continued enrollment:
 - a. Attendance
 - b. Grades
 - c. Disciplinary record
 - d. Academic progress toward graduation
 - e. Level of positive influence on school environment

WITHDRAWAL OF STUDENT

A student planning to withdraw from Arapahoe Middle School should report this intention to the Principal's office and pick up a withdrawal release form that MUST be signed by a parent/guardian and each teacher then returned to the office for the Principal's signature. Student/Guardian is responsible for all technology issued from FCSD#38.

ATTENDANCE POLICY

We will strictly enforce the student attendance policy as outlined below:

1. Wyoming statute outlines that any student that has missed ten (10) consecutive days of school will be dropped. Parents will be notified and will need to re-enroll their student.
1. All middle school students will have a total of 10 days of leave from school each semester within the following regulations:
 - a. The primary purpose of leave is for personal illness, or death or emergency within the family.
 - b. Any **unexcused absence** without parent permission will be dealt with as Truancy.
 - c. A student missing three or more consecutive days for illness is asked to provide a doctor's note upon return.
 - d. When a student has 8 absences in a semester the parent will receive a warning letter alerting them to the number of absences and encouraging attendance at school.
 - d. Absences (excused or unexcused) after 10 days that do not have a signed doctor's note may result in alternative classroom placement, a schedule change to focus on Core Classes, loss of school-related activities upon administrators discretion, and/or a consideration of retention.
 - e. When a student has 10 absences in a semester (Depending on Covid) the parent will receive a letter from the principal, the student will be referred to the SST team, DFS may be notified and educational neglect will be considered.
 - f. Excessive absences unrelated to medical or emergency events will be turned over to the Fremont County Attorney's Office for educational neglect.
2. Parental approval of an absence does not necessarily make the absence an excused absence. Any absence not verified by a parent within 48 hours will be unexcused.
3. Students must make arrangements with the teacher for turning in assigned work following an absence.
4. If a student is absent from school on a sponsored activity and does not return to school during the regular school hours, he or she will be allowed one extra day to do any work assigned the day of the activity.

Students absent from school for reasons other than school sponsored or school approved activities should not attend or participate in any school activities which occur on that day. This includes late afternoon and evening events.

The parents of any student having an irregular attendance will be notified.

TARDY POLICY

Students who are tardy to school should obtain an admit slip in the main office. All students should be seated and ready for class to start before the tardy bell rings.

SKIPPING

Students who skip will receive consequences as outlined in the discipline policy. Students will be required to make up the work they missed while skipping.

TRUANCY

Truancy will be handled as provided by applicable statutes of the Arapaho and Shoshone Law and Order Code and/or Wyoming Statute. Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. In the case of a habitual truant the administration or the designated attendance officer is directed to comply with the law regarding notification of the district attorney when a child has been determined to be a habitual truant. Wyoming statute outlines:

- (a) an unexcused absence is defined in the policies of the local board of trustees, of any child required by this article to attend school when such absence is not excused to the satisfaction of the board of trustees
- (b) "habitual truant means any child with ten (10) or more unexcused absences in any one (1) school year
- (c) any parent, guardian or custodian of any child to whom this article applies who willfully fails, neglects, or refuses to comply with the provisions of this article shall be guilty of a misdemeanor and shall be punished by a fine of not less than five dollars (\$5) nor more than twenty-five dollars (\$25) or by imprisonment in the county jail not more than ten (10) days or by both such fine and imprisonment (W.S. 21-4-106).

HOMEBOUND

In case of serious illness, the parent may request home-bound instruction. Fremont County School District #38 will provide instruction to help hospitalized or home-bound students to keep up with regular class work if the child is physically incapable of attending school, but is still capable of benefiting from a formal education program.

Dress for Learning

Primary responsibility for appropriate dress and appearance rests with the student and his/her parent/guardian/legal custodian. Students should wear clothing that supports a working environment focused on learning. Student dress, which is obscene, immodest, indecent, or lewd, shall not be tolerated. In the interest of maintaining a positive learning environment, the following regulation of student dress shall be in effect:

Dress for Learning: Pajama pants, onesies and other clothing, accessories, or costumes that could not be worn in an entry level job are not appropriate. Clothing must be worn as intended.

Hats/Hoods/Outerwear: Once students have had an opportunity to go to their locker in the morning all outerwear should be removed for the day. This includes hats, hoodies, caps, bandanas, beanies, coats, slickers, snow pants, sunglasses, etc. Does not include long/short sleeved shirts with a hoodie attached.

Shoes: Footwear shall be worn for health and safety reasons at all times, and footwear shall be safe and non-destructive to school property. No slippers.

Logos: Logos, printed statements, or pictures upon student attire which are distracting, immoral, sexually suggestive, disruptive, obscene, encourage defiance or disrespect of authority, or advertise drugs are prohibited. Attire advertising alcohol or tobacco products is prohibited.

Basic Expectations: Torn, ripped, or dirty clothing will not be acceptable. Fashion items that include rips/tears must have no gaps above mid-thigh and must appear clean. No large gaping holes.

Miscellaneous: Clothing such as undergarment tee shirts, tube tops, see-through garments, fishnet tops, clothing allowing a bare midriff, shorts in poor repair, short shorts, and tight fitting shorts shall not be worn. Undergarments may not be visible at any time. Shorts and skirts are to extend to mid-thigh.

Accessories: No adornment is allowed that reasonably could be perceived or used as a weapon (such as chains, spikes, bullets, etc.). Blankets and other draped items will not be allowed to be “worn” during the school day.

Special Activities: Dressing out for sports and other special activities will be an exception to these rules. Designated dress may be required for students participating in special activities. The sponsor of the activity shall determine an appropriate dress requirement, with prior approval of the administration.

Backpacks: Students will need to put backpacks in their lockers upon arrival at school at first bell. There will be no limitations on the type or kind of backpack or bookbags students bring to school, as long as it fits in the student’s locker. No book bags of any kind will be allowed for all-day classroom use. Bookbags or backpacks taken into classrooms will be subject to being searched.

****Full-Sized Backpacks Present a Safety Concern.** Students should plan to put backpacks of any size in their lockers in the morning and not plan to carry these backpacks throughout the day. Bags too big to fit in lockers should be avoided.

*This dress code is not specific to gender or body style,
It is expected that adults will treat all students fairly in applying dress code rules.*

Out of Class Without Permission

A student needing to leave their assigned class for any reason must have teacher permission, from the specific teacher in charge. Students wanting to go to another classroom must obtain permission in advance from the teacher concerned.

Calling Home with Cell Phone

Student cell phones may be used to call home with teacher permission. **Students may not call or text home during the school day without teacher permission.** Students involved in a conflict or feeling unwell need to report these concerns to an adult at school. 6th grade students will keep their cell phones

in their lockers during the school day. 7th and 8th Graders may have their cell phones on their persons but the teacher/principal has the right to confiscate the phone if the student uses it without permission.

TECHNOLOGY “ACCEPTABLE USE POLICY”

At AMS, the following will be expected from the users:

1. Follow the teacher’s directions and rules
2. Respect other’s work, data, bookmarks, etc.
3. Access and create information appropriate for the educational environment
4. Respect copyright policies
5. Utilize all hardware and software for intended purposes
6. Observe “netiquette”
7. All board policies regarding computer use apply.

Consequences for failure to meet the above expectations as follows:

1. Warning
2. Loss of computer privileges for the rest of the nine weeks
3. Loss of computer privileges for the rest of the semester
4. Loss of computer privileges for the rest of the year

Any violation of this policy would result in detention and assignment of points on the behavior code.

GUIDANCE SERVICES

The Counseling Office at Arapahoe Middle School is available to students. Any student who would like to see the counselor should stop by the counseling office to make an appointment. In an emergency situation a student can ask for a pass from a staff person.

With a counselor or social worker, a student might want to discuss classroom problems, hassles with friends, difficulties with studies, personal concerns, advice about school work, types of jobs available and training needed to get those jobs or any other questions or concerns that might arise. Counselors are here for the students to find solutions to their problems. Anytime you need to talk to someone, feel free to contact your counselor. Your counselor is here to listen and to help.

USE OF LIBRARY

The library will be available at designated times for students to use. Be considerate of your classmates – return all library materials on time!

Books

Books are checked out for a two-week period, and may be renewed twice (for a total of six weeks). Students are limited to three books per student.

Technology

Ask Arapahoe Middle School Front Office about technology check-out options.

ASSEMBLIES

When attending assemblies, students should always be mindful of the respect that is owed to those performing and speaking to us. In some cases the school, student council, or other groups have taken money and time to plan assemblies.

Our actions at these events are a very good way for our school to gain a good reputation so good behavior is obligatory. The following actions are considered unacceptable at assemblies: booing, talking, eating candy, chewing gum, whistling, and other distracting kinds of actions. Showing our approval and pleasure of a speech or performance should be done with applause (clapping of hands). Remember to treat others as you would want to be treated. Our actions at these activities are a direct reflection on our school, community, and parents.

MIDDLE SCHOOL DANCES

Participation in Arapahoe Middle School dances is limited to 7th and 8th graders. Sixth graders will be involved in 6th grade only socials as well as events that are open to the entire student body. Only Arapahoe Middle School students are allowed to attend dances or socials. All school rules apply at extracurricular activities, including no drugs or alcohol. If a student leaves a dance, they may not return. Any student not in compliance with these guidelines may be sent home and parent(s) will be contacted, if possible. Students in ISS/OSS on Fridays will not be allowed to attend a school dance that follows on Friday or Saturday.

HOME AND FAMILY NIGHT

Wednesday evening has traditionally been set aside as home, church, and family night. Middle school events will not be scheduled on Wednesday night. Exceptions may be made for events beginning before 6:00 p.m. and ending before 7:00 p.m. District-wide events may be scheduled on Wednesday evenings to which Middle School students and their families will be invited to attend.

STUDENT LOCKERS

The building principal and student advocate shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. They may search any locker, backpack, or desk at any time she believes that the locker, backpack or desk contains matter prohibited by law or school regulations from being on school property. Such searches may be made without notice to the student to whom such a locker or desk has been assigned. Periodically, searches may be conducted with drug dogs. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers.

Each student will be assigned an individual locker when possible. The school reserves the right to search lockers any time a suspected rule violation is in progress or to protect the school or the rights of others. The student is responsible for the care and upkeep of his/her locker. Any damage or extra cleaning that must be taken care of by the school will be charged to the student as a fine for misuse of the locker. No glass containers shall be allowed in the building.

CARE OF TEXTBOOKS & CHROMEBOOKS

Books & CHROMEBOOKS will be issued to students at the beginning of the school year by the classroom teacher. Students must check all books and chromebooks in at the end of the year. Each book and chromebook will be marked and numbered.

1. Books and chromebooks are not to be marked or damaged in any way by a student. Report immediately any damage.
2. Minor damage will be charged against a person causing damage.
3. A book or chromebook damaged beyond repair or lost must be paid for by the person who damaged or lost the item, up to \$200.
4. Each student is responsible for the book or chromebook checked out to him/her.

CARE OF BUILDINGS AND EQUIPMENT

It is the responsibility of our entire school community to take care of our building and equipment. Tables and desks should not be sat upon. All four legs of chairs should remain on the floor. Windows, shades, curtains and other equipment are the teacher's responsibility. Tables and desktops are to be kept clean. Damage to the building, equipment or other facilities should be reported to the principal so that repairs can be made and/or money collected from those responsible. Any student or adult found to be causing damage to or destroying school property may be required to reimburse the district for repair or replacement of the property (Board policy JICB).

SCHOOL GROUNDS

Every effort should be made to keep the school grounds neat and clean at all times. Damage or vandalism of any kind will not be allowed. Being on the school grounds for reasons other than class attendance or attendance at an approved school activity will be considered loitering and will not be permitted.

VANDALISM AGAINST SCHOOL PROPERTY

Every citizen of the district, students, and members of the police department are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district and the name of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

HEALTH FOR THE MIDDLE SCHOOL

Any student who cannot participate in normal school activities, such as PE classes must have a written excuse from their physician.

Students with severe cough, sore throat, fever or unexplained rash will not be able to remain in school. Students with a fever of 100.4 (temporal) or 100.0 oral will be sent home he/she must stay at home 24 hours after the fever subsides without the use of fever reducing medications. Any student with an unexplained rash will be excluded from school until their physician makes a diagnosis.

In the event of illness or injury, the parents will be called. If we are unable to reach the parents, the emergency contact procedure indicated on the student's enrollment form will be followed. For moderate to severe injuries or illness the school nurse will be asked to attend to the student or assist by phone. At any time the school staff feels a child is in need of professional medical assistance, 911 will be called without parent permission. The parent will be notified at the soonest opportunity.

Any student who misses school because of a communicable disease may be required to have a doctor's permit before returning to school.

SUICIDE PREVENTION

Suicide, like all self-destructive behavior, is complex and difficult to understand. Most mental health professionals agree that a suicidal disposition is determined by an individual's biological and psychological characteristics, as well as social and environmental influences. How well a teenager is prepared to cope

with family problems, trouble at school, or unstable relationships is difficult to predict. No one can construct, with any certainty, a single profile of a teenager who may become suicidal. It is safer to assume that a teenager who is experiencing a crisis in life, no matter how trivial it might seem to an adult, could become self-destructive.

The tragic dilemma of youth wanting to take their own life is one we don't expect to go away anytime soon. We believe that one of the most important curative factors is open and direct communication. Sometimes this necessitates reporting information given in confidence in order to save a life. We also are convinced that students are often in a better position to help other students. Let us encourage our students to look out for each other and to seek help for a friend if that friend won't seek it out on his or her own.

1-800-273-TALK (8255)
Internet: <http://suicidepreventionlifeline.org>
Local 911
Wind River Police 332-3112 or 332-6880
Fremont County Sheriff's Office 332-5611

School Counselor
Kas Chodon
307-856-9333 ext. 163
kalsang.chodon@fremont38.com

IMMUNIZATIONS

Wyoming State Law requires all students to have up-to-date immunization records or thirty (30) days after the date of school entry, provided to the appropriate school official written documentary proof of immunizations. If proof is not on file within thirty (30) days the student shall not return to school until the proper documentation is received. ALL 7th grade students are required to have a Tdap vaccine within thirty (30) calendar days of the beginning of the school year. Parents will be notified by mail if their student's immunizations need to be updated. Students with medical exemptions are to have the appropriate form on file in the school health office. Those students with religious exemptions need to sign a form upon entry to school (Wyoming Statute 21-4-309, Board Policy JLCB)), a copy of the religious exemption form must be on file in the nurse's office. If a copy has not been given to the school health office the child will be considered non-compliant until the form is received and is subject to thirty (30) day policy.

NOTE TO STUDENT ATHLETES: Your athletic form does not go to the health office. Please make sure any immunization is sent to the health office.

MEDICATIONS AT SCHOOL

It is desirable for medications to be administered in the home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic illness or disabilities. It is also recognized that in many short-term illnesses, medications may need to be continued after a student returns to school. It is the school's intent to cooperate with the parents and their physician in seeing that the student receives the correct medication and dosage at the proper time.

If a student must take a medication more than three times a day or at a specific time of day, he/she is eligible to take the medication at school. These procedures are to protect the student and to eliminate unnecessary medication administrations at school. In order to promote the safety and well being of students, all prescription and non-prescription drugs must be kept in the nurse's office under lock and key.

Before medication can be given or taken at school the following procedure must be followed: prescription medications must be in the original container and clearly labeled with the student's name and dosage information and the medication administration form must be completed and signed by both the parent and the physician. If dosages or times change a written notice from the physician is needed. Any student not following this procedure will be considered in violation of the Drug and Self-Abuse Policy.

Over-The-Counter Medications – The health office will have stock bottles of Tylenol, Advil (or the generic equivalent), cough drops and mints available to the students if the permission form is signed by the parents and is on file. Permission to give medications will not be accepted over the phone. If parents wish for other over-the-counter medications to be given at school the correct forms must be signed and on file in the office, these forms must be completed each year. These other medications must be in the original bottle and clearly labeled with the student's name and is to be provided by the parent.

SCREENINGS

In the fall semester a vision and hearing screens will be completed on ALL students in sixth (6th) and seventh (7th) grade. These screenings will also include a height and weight. Screening will also be done on all transfer students and upon referral from teachers or parents. If a parent wishes that their child not be screened they must speak with the school nurse.

DRUG AND SELF-ABUSE POLICY

The use of drugs or engaging in any behavior that would render a student unconscious or otherwise alter the normal state of consciousness of an individual for the sole purpose of the effect of the behavior is strictly forbidden. Examples may include but are not limited to: illegal drugs, inhalants, tobacco, caffeine pills, intentional hyperventilation or strangulation, alcohol, and the taking of non-prescription drugs for any purpose other than for what they are intended.

The rules of this policy apply in the school building, on school property or while a student is attending a school-sponsored function. Tobacco and intoxicants in the possession of students in any form will be confiscated and turned over to the local authorities. Any violation of this policy will immediately enact the Substance Abuse Intervention Policy and the student will be subject to the discipline code and consequences.

SUBSTANCE ABUSE INTERVENTION POLICY

The possession, use, or distribution of alcohol and other illegal drugs, or improper use of legal drugs by students is expressly forbidden while they are in school, on school transportation vehicles, or at school-sponsored events. Any student who is verified to have used, possessed or sold illegal drugs while at school, on school sponsored activities or transportation could face expulsion. The student will be subject to the discipline code and consequences. The school counselor will provide initial counseling and recommend community counseling resources to the student and family.

A. Possession/Distribution of Drugs (Delivery, Sale or Transfer)

1. First Offense - Upon verification of the violation, the legal guardian will be contacted as soon as possible.
 - a. The student will be given ISS for 5-days and sign the AMS Behavioral Contract prior to returning to classroom setting.
2. Second Offense – Upon verification of the violation, law enforcement officials will be contacted, and the legal guardian will be contacted as soon as possible.
 - a. The student will be suspended for up to 10 days with a suspension/expulsion hearing held during a 10-day out of school suspension.
3. The discipline code and consequences will apply.

4. Confidentiality – Any staff member involved in any circumstances regarding possession is obligated to guard the confidentiality of the student.

STUDENT DISCIPLINE AND MIDDLE SCHOOL DISCIPLINE POLICIES

Students are in school to learn, teachers are placed in our classrooms to teach, and we are going to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect. Students not responding to this positive approach will be met with appropriate consequences related to their actions.

In order to guarantee all students the excellent learning climate they deserve, we are utilizing the following behavior program. The discipline plan will operate on a daily basis with each day a new chance for the student to choose appropriate behavior.

School Wide Rules

1. Follow directions
2. Be respectful and responsible for yourself, your environment, and others.
3. Keeping your hands, feet, and other objects to yourself.

In any situation where the student refuses to follow classroom procedures the teacher will send the student to the AMS Refocus Room and the student will be subject to the Discipline Code and consequences as they apply to the situation.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, and notify the parent(s) and the office immediately as to the action taken. The student will be subject to the discipline code and consequences.

PLAGIARISM

Plagiarism – to steal the language, ideas or thoughts from another, representing them as one's own work. What this means is the author's words and ideas are his or hers and a student who borrows either, must acknowledge that fact.

1. Intent to plagiarize is irrelevant. "I thought these were my own words; I didn't mean to" is not an excuse. It is still plagiarized.
2. Only copying a sentence here or there is still plagiarism.
3. "But I put it in my own words" is still plagiarism. You are still using someone's thoughts other than your own.
4. Every appearance of borrowed material must be acknowledged.
5. Copying from another student's paper is plagiarism.

BULLYING PROTOCOLS

Bullying is not tolerated at Arapahoe Middle School. Students are asked to immediately report a bullying incident to a trusted adult. Wyoming law now states that school districts must have in place a bullying policy. Fremont County School District #38 is in compliance with such a policy. The definition of Bullying is as follows: "**Bullying is when someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them that you are upset.**" Bullying comes in many forms: from face-to-face, electronic, cyber, and 3rd person and none will be tolerated in Fremont County School District #38. Our counseling team will be involved in incidents involving bullying and

provide next steps for improving student relationships and/or providing safe and effective strategies for individuals to engage in school without destructive peer relations. Below is the protocol for dealing with situations involving bullying:

Step 1: Reporting: Bullying reported or observed

- a. Fill out the Bullying Referral Form and turn into the office.
- b. Students may use the **Safe to Tell** app to report any bullying.

Step 2: Investigate, assign consequences, and document

Step 3: Parents are contacted

- a. Bully contacts his or her parents
- b. Principal contacts parents of victim

Step 4: Reflection will be done with bully to get him/her to:

- a. Take responsibility for their behavior
- b. Develop conscience and empathy
- c. Learn what positive goals the behavior can focused toward
- d. Identify other ways to reach those goals

In addition to the above reporting AMS will address bullying with both the victim and the bully by the following:

1. Both the bully and victim will meet with the counselor separately to educate the student on bullying and future consequences.
2. The second incident will require a meeting with Principal Mayer and/or Superintendent Brown to moderate the incident and students will be taught appropriate ways to interact.
3. In all instances of bullying, the bully will be subject to the appropriate discipline code and consequences as they apply to the situation.

DISCIPLINE CODE, POINT SYSTEM & CONSEQUENCES

Positive Behavior Interventions and Supports (PBIS) Classroom Placement:

The PBIS classroom is utilized at the discretion of the Principal, PBIS (Student Advocate) Coordinator and/or Counselor. Placement in the alternative classroom must be in the best interest of the student in regards to social, behavioral and academic stabilization. The student and parent must agree to follow school rules and interact with alternative classroom staff in an appropriate manner.

Any student in the PBIS/Refocus classroom that refuses to engage in a plan for improvement, continues to be defiant, and is unwilling to partner with staff to achieve basic academic goals will be suspended immediately pending an expulsion hearing.

The alternative classroom option is not available to any student that violates the drugs or weapon policy. Possession of drugs or weapons at school results in immediate suspension pending an expulsion hearing with the FCSD#38 Board of Trustees.

DETENTIONS

Detentions will be held during school lunchtime. Students will be assigned detentions subject to the discipline code and consequences. The detention will be served the day received or as arranged by the principal. Failing to serve an assigned detention will result in action as defined by the discipline code.

DISCIPLINE GRID LEVEL I

OFFENSE/# OF OCCURENCES	1	2	3	4	5
Disruptive Behavior	Refocus Referral	Lunch Detention	2 Lunch Detentions	1/2 day ISS *Loss of athletic participation if same evening	One day ISS *Loss of athletic participation if same evening or if the next day is Saturday event.
Inappropriate Dress/Violation of Dress Code/Piercings that Impact Safety or Productivity					
Cell Phone Violation					
Display of Affection					
Disrespect to Staff / Environment					
Damage to School / Less than \$50 / Restitution Required					
Rude, Inappropriate Language or Gesture					
Left Class without Permission					
Breaking Classroom or School Rules					
Skipped Detention or AO					
Minor Technology Violation					
Misleading/Lying to Personnel					
Cheating					

DISCIPLINE GRID LEVEL II

OFFENSE/# OF OCCURENCES	1	2	3	4
Truant (Excessive Tardies)	One day of ISS	Two Days of ISS	Three days of ISS	Four days of ISS
Left School without Permission				
Damage to School Property less than \$50				
Physical Aggression				
Striking Another Student				
Harassment / Intimidation/Bullying				
Disruption of Learning/ Assembly/Activity				
Defiance/Disrespect to Staff				

DISCIPLINE GRID LEVEL III

OFFENSE/# OF OCCURENCES	1	2	3	4
Fighting	Three days of ISS *Law Enforcement will be notified in regards to any of these acts that are against the law.	Three days of OSS	Five days of OSS	5-10 Days OSS with Recommended Expulsion
* Tobacco / Possession or use/including e-cigarettes, vapes, and Dabs				
Gross Misbehavior				
Theft/ Vandalism more than \$50 / Restitution Required				
Verbal Assault/ Threat/Insubordination/ Retaliation				
Gross Disrespect of Faculty or Staff				
Major Technology Violations				
Open & Persistent Defiance				
Cheating on Test	1-5 Days OSS - Principal's Discretion	2-5 Days OSS - Principal's Discretion	5 Days OSS	5-10 Days OSS with Recommended Expulsion
Flagrant, Vulgar or Deliberate Actions				
Sexual Misconduct				

DISCIPLINE GRID LEVEL IV

OFFENSE/# OF OCCURENCES	1	2
Indecent Exposure	Five days OSS *Law Enforcement will be notified in regards to any of these acts that are against the law.	5 – 10 Days OSS with Recommended Suspension or Expulsion
Gang Activity		
Theft/ Vandalism / Fire up to \$500 / Restitution Required		
Written, Verbal or Physical Threatening Behavior		
Possession of Alcohol during School or Activities	Five Days OSS *Law Enforcement Will Be Notified.	
Possession/Distribution or Use of Illicit or Illegal Drugs or Paraphernalia (first offense) *		

DISCIPLINE GRID LEVEL V

OFFENSE/# OF OCCURENCES	1
Possession or use of Firearms, Dangerous Weapons or Explosives	Recommended Expulsion *Law Enforcement Will Be Notified.
Theft/ Vandalism/ Fire over \$500 / Restitution Required	
2nd Offense Possession or Use of Illicit or Illegal Drugs or Paraphernalia *	
Physical Assault on Fellow Students, Faculty or Staff	
Illegal use of technology, stolen identities, threats to school on social media.	
Terrorist Threat	

* Possession and/or use of illicit or illegal drugs or paraphernalia may result in any penalty up to and including expulsion

Natural Consequences: When appropriate to the situation, a student that is respectful to the discipline process and is willing to grow and learn from a poor choice may be given a “natural” consequence in place of the formal discipline. For example a student may be asked to write a letter of apology, clean up a mess or help school staff with a task that needs done. This will be at the discretion of the principal or acting administrator.

SUMMARY OF RULES FOR ARAPAHOE MIDDLE SCHOOL

The following is a detailed list of rules for Middle School Students:

1. All students are subject to the control and direction of ALL staff. Students are expected to show respect for staff. The adults are in charge.
2. No backpacks or book bags in classrooms.
3. Public display of affection will not be allowed. This includes kissing, or overly aggressive embracing.
4. Abusive, disrespectful, or obscene language will not be tolerated.
5. Litter in halls and classrooms create less than pleasant surroundings for everyone. Please keep our school clean.
6. Upon arrival students may not leave the school grounds without permission. Students should leave the building and the school grounds as soon as school is dismissed. Bus riding students should go directly to the bus from the building.
7. Pocket knives, water pistols, pagers, laser lights, and water balloons, may not be brought to school. These items and others, which represent a hazard to the health or safety of other students, will be taken by the teacher or principal and will be returned to the parent.
8. Bringing pets or non-support animals to school is discouraged, except when doing a unit on animals or other activities under the direction of the teacher. When animals are at school they should be properly caged and cared for. Pets are not to be taken to the playground.

9. Students are not to be in the school building before or after school hours, unless the student is a participant in a school activity.
10. Smoking, swearing, fighting, excessive tardiness, refusing an adults directives, skipping classes, disruptive behavior, property damage, drinking alcoholic beverages, stealing, familiarity (kissing/embracing), leaving school grounds without permission, having drugs, cheating on tests, and back talking are all acts of irresponsible student conduct.
11. Hats are to be removed upon entering the building.
12. Students are not to chew tobacco or carry tobacco products or products imitating tobacco.
13. Water only in the classroom wings, clear (see-through) water bottles only at school.
14. School rules apply at all school activities.
15. Civil laws must be obeyed.

A.L.I.C.E. Active Threat Procedures

Alert – Lockdown - Inform - Counter - Evacuate

Student safety is a top priority at FCSD#38. To support student safety, FCSD#38 has adopted a new policy and procedure that experts across the country believe will increase the chance of survival during an active shooter incident should it occur. This new procedure includes training for our staff and students.

School Resource Officer (SRO)

The SRO is a liaison person between the school and BIA law enforcement. The SRO will enforce tribal laws while developing a positive image and rapport with the student body. The SRO will support and assist with safety and security in the school, investigation of criminal activity on school property abiding by school policies. School officials have the right to speak to a student without parent/guardian being present.

The SRO is considered part of the school community and is authorized to conduct student and locker searches under the authority of a school administration. However, the SRO must have permission of a student's parent/guardian before interviewing students suspected of committing a crime.

Secure Front Entry

At AMS students and teachers are actively learning and teaching. Visitors are required to use the Raptorware Security System when entering the building. **Parents/Guardians are allowed to visit the classrooms, but arrangements must be made prior to the visit with both your child's teacher and principal.** Students are not allowed to have guests (out of town friends, cousins, etc) at school during the school day.

Student Cell Phone/Mobile Tech Device Policy

Students may have/use cell phones or other personal mobile tech devices in classrooms with teacher permission only. **Any personal tech devices brought to school are at risk of being lost or stolen.** The school does not assume responsibility for replacement or cost of lost or stolen devices.

6th grade students are asked to place any personal tech device, including a cell phone in the classroom tech tub at the beginning of the school day. Devices may be retrieved from the tech tub at the end of the school day. The homeroom teacher will monitor any use of personal tech devices during the school day.

7th/8th grade students may carry cell phones and other personal mobile devices on their person in the hallways or in personal sling packs. **Cell phones must be OFF**, unless given permission for use by an adult that is PRESENT at time of use.

The AMS Tech Policy applies to ALL tech devices whether personal or school property.

Mobile Tech Device Rules -

1. No browsing inappropriate sites online - nudity, vulgarity, violence, sexual content is all strictly against the policy.
2. No online bullying or threats via social media, text messaging, email, etc.
3. No pictures or video in bathrooms or locker rooms - EVER - for any reason - it is not acceptable and violates policy.
4. All games must be rated for "Everyone."
5. No earbuds, headphones in use in the hallways.
6. **Tech devices should be OFF in the hallways, bathrooms, locker rooms, outside during lunch recess, or anywhere an adult is not present.**
7. **The school is not responsible for any lost or stolen devices.**

Violation of any of these rules or policies immediately leads to consequences via the tech policy (loss of tech privileges) and AMS discipline according to the student handbook discipline code. **Students abusing the tech policy with personal tech devices will be required to leave them at home for the remainder of the school year.**

STORMY WEATHER AND/OR EMERGENCY PHONE BROADCAST

Parents and guardians of Fremont County School District #38 will receive immediate broadcasts of urgent information on the phone, thanks to a partnership with (**APPTEGY**), a service that allows a recorded message to be delivered to the thousands of phones in the community in an instant. The system enables district and school personnel to simultaneously notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. Messages are in the voice of a principal or someone else from the district and include all pertinent information about the emergency.

Parents do not need to register for the service; all phone numbers currently in the district's student information system, PowerSchool, are available for use by the broadcast system. Personal information and contact numbers are strictly secure and confidential, and families will not receive any non-school messages as a result of this service. For more information about how **Apptegy** will be used by the district, and to learn more about how to get the most out of it at home, review the district website.

TORNADO DRILLS

Upon receipt of information that a tornado threatens, public warnings will be sounded. Details of the warning will be broadcast on commercial radio and television. As information on the progress of the storm becomes available, it will be broadcast promptly.

1. Upon receipt of a tornado warning in the area, the principal or designated person to act in his/her absence shall sound the alarm.
2. If time does not permit going to the pre-assigned shelter area, students and teachers should get into the safest area of the room. This will normally be the inside wall of the room, farthest away from any openings, windows, or doors. Students should be directed to crawl under desks or other large pieces of furniture that will afford some protection. Upon reaching the shelter area or safest place in the room, as the storm approaches, draw up the knees and clasp hands over the neck or head.

FIRE DRILLS

Fire drills are called several times during the year. When a fire siren is sounded, pupils will pass rapidly but in an orderly manner, from their rooms. Instruction upon the route to be taken by the pupil will be explained in each room before the first fire drill. **Students' routes will be posted in each room.**

GUNS, SNIPER AND HOSTAGE SITUATIONS

In the event of such an occurrence, the principal or designee will determine the appropriate authority to notify. After the appropriate authority is notified, the principal, along with security personnel, should take immediate steps to evacuate the area if possible. The principal will communicate to staff members via the intercom. A.L.I.C.E. procedures will be followed by students and staff.

EVACUATION PLAN FOR THE DISABLED

Arapahoe Middle School students with disabilities requiring assistance have full-time paraprofessionals assigned to them. These paraprofessionals are responsible for evacuating the student when required.

Non-students with disabilities who may be in the building during activities will be served by the following plan:

1. Non-students or visitors with disabilities who may be in the building will be assisted by a staff member with whom they are observing, working, or visiting or any staff member on crowd supervision duty.

BUS RIDERS “Don’t Lose Your Riding Privilege!”

While the Board of Trustees provides pupil transportation according to policy, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the morning bus. Once a child boards the bus, he or she falls under the supervision of the school district. Such supervision shall end when the child is delivered to the regular bus stop at the close of the day.

Follow These Rules

1. Observe same conduct as in the classroom.
2. Be courteous; do not use obscene or unacceptable language, gestures, remarks, or signs.
3. Do not eat or drink on the bus.
4. Help keep the bus clean at all times.
5. Glass containers of any kind are not permitted on the bus.
6. The use or possession of cigarettes, chewing tobacco, controlled substances, illegal drugs, weapons, flame producing devices, or alcohol are strictly prohibited.
7. Remain seated at all times while the bus is in motion.
8. Do not extend head, hands, arms, or other objects out of the bus. Do not throw items of any kind inside the bus or out the windows.
9. Do not vandalize or be destructive to the bus. Vandalism will be charged to the offending student if such is known.
10. Do not fight, scuffle, or engage in horseplay on the bus or at the bus stop. Keep hands to yourself at all times.
11. Do not delay in loading or unloading. The bus cannot wait for stragglers, as schedules must be kept.

12. When crossing the roadway at a bus stop, be sure to cross ten (10) feet in front of the bus and wait for the driver to signal you to cross.
 13. Snakes, mice, insects, and other items likely to cause commotion are not permitted on the bus or at the bus stop.
 14. Emergency exits are to be used only in the event of an emergency. Do not use the back door, windows, or roof hatches unless necessary.
 15. Occasional riders must have written permission from their parent(s) or guardian to be transported by bus to a friend's house. A regular rider must have written permission to get off the bus at a location other than the rider's house.
 16. Cooperate with the driver at all times. He/She is authorized to assign seats when necessary.
 17. Under no circumstances should a student chase a ball or loose school papers near or underneath a bus. Tell the driver if an item has gotten away he/she will assist in a safe retrieval, if possible.
- This list should not be construed as all-inclusive. Common sense and prudence should be applied to all situations. The driver has the authority to suspend or implement rules as necessary.

PROCEDURE FOR DEALING WITH BUS MISBEHAVIOR

A form will be used to communicate with parents or guardians when their student is misbehaving. The form must be signed by the parent or guardian and returned to the transportation department when appropriate. We are charged with the responsibility of safely transporting our students. Disruptive behavior by students that may be distracting to the driver will not be tolerated.

All bus discipline will be referred to the building principal and the following consequences will be assigned and followed.

- 1st Offense- the principal will meet with the student, contact parents, mail home the discipline referral sheet, and the next violation will result in a 1-week bus suspension
- 2nd Offense- the principal will meet with the student, contact the parents, mail home the bus referral, and the student will lose their bus privileges for 1 week.
- 3rd Offense- the principal will meet with the student, contact parents, mail home the bus referral sheet, and the student could lose all bus privileges for the remainder of the quarter, semester, or school year.

*The AMS discipline code, points and consequences may apply to specific situations.

*****Building principals may suspend a student's bus privileges indefinitely based upon a student-by-student case.*****

PROCEDURE FOR TEMPORARY TRANSPORTATION CHANGE

Students are picked up and dropped off at their place of residence, unless special arrangements are made with the Transportation Director's office. We are most willing to accommodate a request for a different drop-off point; however, we must have an ADVANCE WRITTEN REQUEST in order to do so. For example, if rider A wants to get off at rider B's house, that will be allowed as long as we have written permission in advance from rider A's parents. Similarly, if rider A wants non-rider C to come home with him/her after school, we will accommodate the request as long as we received a written request from non-rider C's parents in advance.

We hope this will not cause any unnecessary hardships on anyone, however; it is imperative that we know who rides our buses on a given day, where they are dropped off, and whether they have permission to get off at a location other than home.

BUS SERVICE

The Transportation Director, at 856-9333 ext. 192, can answer questions relating to bus transportation, bus routes and times. All bus riders and new stops must be approved before students can ride.

BUS NOTE REQUIREMENT

Notes from a parent/guardian are required to ride an alternate bus route to an approved bus stop. Note must include an approved bus stop that student will be getting on or off (i.e. Not just saying Grandma's house).

BUS STOP SAFETY

Bus stops can be a dangerous area for children. The bus drivers will supervise the loading and unloading at these stops, but there is no supervision at the stop. It is the parent's responsibility to supervise bus stops.

BUS SAFETY

Safety is always foremost in the minds of all who are associated with pupil transportation. We are, therefore, asking that the following rules be given your utmost attention.

- Students will be at the bus stop 5 Minutes before the bus stop time.
- The bus driver is in full charge while transporting students.
- While waiting for the bus, students must remain 10 Large steps back from the edge of the road or street. Wait until the bus has come to a complete stop and the door is open and the driver invites you aboard.
- Passengers of a school bus are limited to students registered in school district and activity/field trip sponsors.
- The possession or use of tobacco, alcohol, or controlled substances is prohibited.
- Guns (loaded or unloaded), shells, explosive articles, matches/lighters, knives, or any other potentially dangerous items are prohibited.
- Offensive language, disruptive behavior, or discourteous behavior is prohibited.
- Obscene materials of any kind are prohibited.
- Inflated Balloons of any kind are not allowed on any school bus.
- Bullying/Harassing/threatening another student/staff member is not tolerated.
- Buses are equipped with Cameras that are recording both sound and video for student and staff safety.
- Failure to follow bus rules could result in loss of bus privileges.

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) ensures that all children with disabilities are entitled to a free appropriate public education to meet their unique needs and prepare them for further education, employment and independent living. IDEA is composed of six main elements that illuminate its main points. These six elements are: Individualized Education Program (IEP); Free and Appropriate Public Education (FAPE); Least Restrictive Environment (LRE); Appropriate Evaluation; Parent and Teacher Participation; and Procedural Safeguards.

PARENTS/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND REPLACEMENT

(Section 504 of the Rehabilitation Act of 1973)

The following is a decision of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination

- because of his/her disabling educator.
2. Have the school district advise you of your rights under federal law.
 3. Receive notice with respect to identification, evaluation, or placement of your child.
 4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
 5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
 6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A. PL 94-147).
 7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
 8. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
 9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
 10. Examine all relevant decisions regarding your child's identification, evaluation, educational program, and placement.
 11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
 12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
 13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
 14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.

Johnson O' Malley (JOM) & Title VI Indian Education Parent/ Guardian Committee

A parent/guardian advisory committee for Arapahoe School will be organized during the month of September. Regular meetings will be held at least quarterly- All parents/ guardians of native Arapahoe School students are encouraged to attend. Title VI Parent Advisory Committee members will meet at least twice during the regular school year.

What is JOM?

The Johnson O'Malley Program is a federally funded program created to assist in the educational needs of Native American students by providing supplemental funding to program within the school system.

Who is eligible for JOM?

All Native American students who have ¼ degree or more of Indian Blood, and those students who are enrolled members of a federally recognized Indian tribe.

When are the meetings held?

Meetings are held quarterly. Meeting dates and times will be posted in a school newsletter and/or notices will be sent home with each student.

Goals of the JOM Program

A needs assessment is conducted every three years to determine the needs of the students. The results of the needs assessment will be used to develop student services and program to JOM eligible students. The JOM Committee strives to meet the established goals by hosting events and workshops where there will be positive interaction between the parents/guardians, children and staff.

JOM Parent Committee

The JOM Committee is composed of parents with children attending Arapahoe School. Each year new elections are held for vacancies within the parent committee. As a parent of a JOM eligible student, you have the opportunity to become a member of the JOM Parent Committee. All parents are encouraged to become active in their child's education through this unique parent program. For more information or for meeting dates, contact our Federal Programs Director.

McKinney-Vento Homeless Act

It is the policy of Fremont County School District #38 that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do the other children, and the District is committed to assuring that those rights are fully protected and honored.

Employee/Student Sexual Harassment

Sexual harassment will not be tolerated in Fremont County School District #38. Sexual harassment of employees or students of the employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including terminating, against any employee.

An Equal Employment/Educational Opportunity

Fremont County School District #38 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (307) 856-9333 or to the Assistant Secretary for Civil Rights, U. S. Department of Education.

NOTE:

The policies as listed in this handbook are subject to revision at any time that the administration would see fit. Any rule which when broken that violates civil laws must be reported to the local police department.

Arapahoe School Student Activity Handbook

All District #38 policies and School rules, and Wind River Conference Athletic Association. Activity training rules and regulations cannot supersede School District #38 policies concerning disciplinary regulations.

Participation Requirements

In order to participate, all athletes will have to have a current physical, proof of insurance, consents for emergency medical assistance and participation, and assumption of risk form completed prior to being allowed to practice.

Cell phones- (See student handbook for complete policy)

Cell phones are not to be used for any reason before or during an athletic event. Cell phones are only to be used for post-game communication with parents in regards to rides.

Attendance

All students who participate in school activities must be in regular attendance (all day) the day the activity is scheduled, or if the activity is on a Saturday, they must be in school on the Friday before. This applies to practice sessions as well as games, meets, etc. An exception to this rule may only be allowed upon receipt of a written statement from a physician, dentist, or administrator, allowing a student to participate. You must participate in five practices before you can play in any game.

***If you do not participate in PE or come to school that day, you cannot participate in practice that day.**

If an athlete misses one practice they will not be allowed to start the next scheduled event, if an athlete misses two practices, they will not participate in the next scheduled event and **will not** travel with the team if it is an out of town contest, and student athletes who miss a third practice will be subject to dismissal from the team. Coaches, Athletic Director, and Administrators may determine an exception under unusual circumstances.

Behavior Expectations

At home events, during travel, or at out of town contests, all students who participate in school activities are expected to follow school rules and appropriately represent the school at all times. Any insubordination towards **any** adult, disrespect for others or equipment, inappropriate behavior on the bus or at the event site will be subject to discipline which will be administered by the Coach, the Athletic Director, or an Administrator and could lead to dismissal from the team.

Administrators will be notified as per school Policy.

Interim School Setting

Any athlete placed in ISS or in OSS will not practice and will consequently be subject to attendance rules and policies until they are out of ISS or OSS.

Academic Load

Academics take precedence over athletics. Therefore, Arapahoe School eligibility requirements state that students who are failing more than 1 class will be declared ineligible for the following week. Eligibility reports will be sent to the Athletic Director on Friday mornings. Any student/athlete having

one “D” or “F” will be on the ineligible list for next week’s activities. If you are ineligible you can practice with the team, but not travel with the team. At the time of the next eligibility report the student can be removed from the ineligible list if they meet academic eligibility requirements. The eligibility list will not begin until the 3rd Friday of the first quarter and will begin the 2nd Friday every following quarter. Remember playing time is determined by how well you are prepared through your practice time. You cannot learn skills, know the offense and defense, and be in condition if you are not at practice.

Conference Eligibility Requirements

WRCAA-Wind River Conference Athletics Association includes St. Stephens, Wind River, Ft. Washakie, Wyoming Indian, Shoshoni, and Dubois.

Age, Grades, & Residence for Eligibility are:

1. Students are eligible to play 5th & 6th Grade conference sports for two years only and Jr. High conference sports for two years only.
2. Any student whose 13th birthday (5th & 6th Grade Program); falls during the season in which he/she is participating may finish that season or sport.
3. A student whose 13th birthday (5th & 6th Grade); is prior to the first official practice date will not participate in that sport. Official practice dates are to be determined by the conference association.
4. 5th and 6th grade students are considered to be in the 5th & 6th Grade Program. In a school with no 5th & 6th Grade program, the 6th grade is considered to be on the "B" string.
5. Any athlete may move up in the above categories, but once moved up, may not compete in a lower category. In no case may an athlete participate in two conference tournaments in the same year.
6. Students enrolled in this school from the first day of that school year.
7. Student moving to this school from another school in the WRCAA conference are ineligible unless:
 - A. Students are assigned to a foster home in this district by court order.
 - B. Students are moving from a school, which has been discontinued or consolidated.
 - C. Parents or guardians are moving into this district for the remainder of the school year.

Uniforms and Equipment

The athlete is responsible for all equipment and uniforms checked out or used. Uniforms are events only. Anything **lost, stolen or damaged** must be paid for at replacement cost. **Therefore, lockers should be locked at all times, including practices.** All uniforms must be turned in within a week of the conclusion of a season before you can participate in another sport. The student athlete will suffer a suspension of privileges until it is turned in or paid for.

Travel Releases

Your son/daughter is expected to travel to and from all contests with the team. Bus travel releases will be on site for release to parents or guardians. For safety reasons we must know if you want your son/daughter to ride home with another adult (not a student). The Coach would like a list of three adults student athletes can ride home with for away games.—Please list the adults that can provide rides home for away games. These names can be listed in the indicated location on the sign off page for this handbook. Your student must turn in this list to the Elementary office staff before the first game. A copy will be given to your Coach or the Athletic Director.

Alcohol/Tobacco/Drug Use Policy

The school is concerned about the physical and mental health of students. Use of alcohol, drugs, or narcotics affects students and their performance in school; and as chemical abuse is a significant problem in our society, it is reasonable to conclude that it creates problems in our schools. Although the primary responsibility for treatment of chemical abuse rests with the student and the student's parents or guardians, the school district will implement programs and procedures that will facilitate and encourage the prevention, intervention, and treatment of this disorder.

Alcohol/Tobacco/Drug use is not allowed. Bullying and Stealing falls into this area.

1st offense: The student athlete will not be allowed to participate in the next two events.

2nd offense: The student athlete will be dismissed from the team.

*also refer to District #38 Policy.

1. **Do Not** attempt to confront a coach before, during, or right after a contest. These can be very emotional times for both the parents and the coach. Meetings of this nature do not promote resolution. Coaches are instructed to inform parents to call the activities office to set up a meeting and excuse them from this setting.
2. Please call the school or activities office to set up a convenient meeting time with the A.D. and parent. The A.D. and/or the principal can be involved if requested. If the problem or concern cannot be addressed by the A.D. alone, the coach and/or the principal will be included in the next meeting.

Arapahoe School Athletic Rules/Expectations Summary 2023-2024

1. All District #38 policies and Arapahoe School rules apply. Activity training rules and regulations cannot supersede School District #38 policies concerning disciplinary regulations. Additional sport specific activity, training rules & expectations will apply.
2. **Cell phones will not be used before or during any activities. Phones may be used once the activity has ended and the athlete has left the locker room area and is heading outside the building.**
3. All players need a physical, parent informed consent, emergency medical assistance release, insurance information, and participant assumption of risk forms signed before they can practice.
4. Academic eligibility states that any student athlete failing any classes will be deemed ineligible. A failing grade is considered to be a "D" or "F".
5. The athlete is responsible for all equipment checked out or used. Uniforms and equipment are for practice and events only. Anything lost or damaged must be paid for. All uniforms must be turned in before you can participate in another sport.
6. Attend all practices and scheduled meetings on time. Excused practices must be arranged in advance with a coach, except in emergencies. If a student athlete misses one practice they cannot start the next scheduled event, if a student athlete misses two practices they will not participate in the next scheduled event, and if a student athlete misses 3 practices they will be subject to dismissal from the team. Coaches may determine an exception under unusual circumstances. If you do not participate in PE due to illness or injury, you cannot participate in practice that day.
7. Travel to and from all contests with the team. Athletes will be released to **parents or guardians** upon parent signature of bus travel release from coaches.
8. Parent/Coach Conference Guidelines have been reviewed and acknowledged.

9. Conduct yourself in a reasonably quiet and orderly manner on the bus. Food is allowed only at the discretion of the driver. You are responsible for keeping the bus clean.
10. Protect the integrity of your community, family, school, coaches and teammates by avoiding any or all situations that could cause embarrassment, danger, or actions that result in a negative attitude toward your team.
11. Set a good example for others to follow. Support your fellow teammates.
12. Coaches/Administrators may require other rules in addition to those above.
13. **Before they can practice they must have a physical and medical release turned into the school nurse.**

District Eligibility Requirements

The eligibility requirements refer to any extra-curricular activities.

1. Student athletes must comply with the school wide attendance policy and may be suspended for any reason.
2. In order to compete, student athletes must be in school all day the day of the competition and all day Friday for a Saturday event.
3. Student athletes who miss three days of unexcused practice will be dismissed from the team. (Exception: written doctor's excuse to coach or AD.)
4. Students must complete a minimum of five practices in order to be eligible for their first competition.
5. Every student athlete must have a physical and a signed parent/guardian permission slip before attending practices and participating in games or events.
6. Students under medical treatment must have a medical release to participate.
7. Students will be expected to maintain their class work and assignments.
8. No student shall participate in any extra-curricular activities if they are failing any class or subject. A failing grade is considered to be an "F".
9. Eligibility week lasts from Monday through Saturday. Eligibility grades are accumulative for the quarter and checked weekly.

Acknowledgment of STUDENT/ACTIVITY HANDBOOK

I, _____, do hereby acknowledge I have read the electronic student/activity student handbook for 2023-2024. I understand the contents. I also understand that during the course of the school year changes that need to be made deemed appropriate by the Board of Trustees, the superintendent, or the building principal could be made.

As a condition of enrollment, I am required to abide by all regulations contained in this handbook, as well as other policies established by the board of education. If I choose not to abide by the regulations contained in this handbook, any other policy established by the board of education, or any reasonable requests by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

Student signature

Date

Parent/legal guardian signature

Date

Arapahoe Middle School
2023-2024
Change of Information Form

If you have **CHANGED** your address, phone, cell, emergency contact and their info, please complete this form and return it to the Middle School Office. We need to have your current information on file. Thank you!

Student's Name: _____
Current Address (Street, Box City): _____
Home Phone: _____

Mom's cell phone: _____
Dad's cell phone: _____

Contact who can be reached if the parent/guardian cannot be reached. Be sure Emergency Contacts can assume responsibility to give permission for your son/daughter to leave school for an illness or absence of another nature. (Changes only)

Emergency Contact: _____
Emergency contact home phone: _____
Emergency contact cell phone: _____

Emergency contact numbers to be used by the Alert Now phone broadcast system-**The primary number will be the home phone number**. Additional numbers should be cell or work number that we can reach if there is urgent information to be shared with parents or guardians during the regular school/work day. The form you completed last year will be used again unless you state differently on this form. (Changes only)

AlertNow primary phone: _____
AlertNow 1st emergency phone: _____
AlertNow 2nd emergency phone: _____

If you have other information you changed and would like us to have, please write that below:

**Medication Permission Form
Arapahoe Middle School
2023-2024**

Student name: _____ Teacher: _____

Permission for the administration of over-the-counter medications during school attendance

I give my permission for authorized school personnel to administer over-the-counter medications/treatments to the above named student for minor discomforts and injuries. Please initial all the following to allow authorized personnel to give:

_____ Tylenol
_____ Ibuprofen (equivalent to Advil, Motrin)
_____ Cough drops

Note: Stock bottles of ibuprofen, acetaminophen and cough drops are provided in each building. If students bring any over-the-counter medications from home, it must be in the original container and be clearly labeled with the child's name.

Permission for the administration of prescription medications during school attendance

Medication: _____ Dosage: _____ Date of initial dose: _____

Reason for Rx: _____

Time of day Rx to be given: _____ Anticipated duration of Rx at school: _____

School Nurse WylR Access Agreement:

To ensure the Wyoming Department of Health is aligning with the Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rule, Wyoming School Nurses must obtain parent/guardian agreement before accessing a student's immunization record within the Wyoming Immunization Registry (WylR). No student record shall be accessed in the WylR by a School Nurse without parent/guardian agreement. I am the parent/guardian and agree that the School Nurse can access this student's immunization record in the Wyoming Immunization Registry.

I understand that any school employee who administers any of the above medications, in accordance with the prescription and/or over the counter directions, to my student shall not be liable for damages as a result of an adverse reaction suffered by the student due to this administration. I further acknowledge that the above student has taken the medication(s) previously (or the initial dosage) and has experienced no adverse reactions.

Parent/legal guardian signature _____ Date _____

Activity Participation and
Emergency Treatment Consent Form

I, _____ the parent/legal guardian of _____ give my consent for my child to participate in the field trips or activity trips outside of the district described here:

Trips sponsored by Fremont County School District #38 during the 2023-2024 academic year.

I further give my legal consent and authorize any representative of FCSD#38 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any licensed physician or dentist

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency service incurred on behalf of my child. I acknowledge and agree that Fremont County School District #38 is not responsible for any medical, hospital expenses and/or charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original.

If my child requires emergency medical treatment, I understand that school personnel may provide emergency medical treatment if it is determined necessary. I also understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize treatment. To facilitate contacting me, I agree to provide current work and home phone numbers to the school.

This form must be signed and returned to the school if the student named above is to participate in field trips or activities.

Parent or legal guardian _____ Date _____

Parent or legal guardian _____ Date _____

Please complete all information for Student in Case of Emergency.

Student information in Case of Emergency

Student name _____ Date of birth _____
Address _____ City, State, Zip _____
Allergies or chronic illnesses _____
Daily medications _____

Contact information in case of emergency

Parent/guardian name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

Parent/guardian name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

Emergency contact name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

If the above named cannot be contacted, we, the undersigned parent/guardian of the student identified above, hereby authorize officials of the above school district to contact directly the following physician and we hereby certify that we are the parents/guardian of the said minor child, and do authorize the physician named below to render such treatment as said physician in an emergency, for the health of said child, without further authorization than here expressed. In the event that the physician here named can't be contacted, or either of us is unavailable to give our express consent at such time with reference to any other physician, we hereby consent and authorize the officials of the school district to contact any licensed physician, and we hereby authorize said physician to render such treatment as he/she may deem reasonably necessary, in what he/she may consider to be an emergency, for the health of the aforesaid minor child.

I also understand that expenses incurred as a result of emergency ambulance use, treatment by physician, or treatment in a hospital or clinic will not be borne by the school or school personnel.

Physician _____ Hospital _____ Dentist _____
Phone (____) _____ Phone (____) _____ Phone (____) _____
Insurance company name _____

NOTE: When a student becomes ill or is injured on an activity trip, it is virtually certain that the school will be unable to provide medical care through the primary physician selected. In most cases when the student is away from the Hot Springs County School District #1, no emergency care can be provided without this approval form.

STOP: Must be signed in the presence of a Notary Public:

Signature of parent/guardian _____ Date signed _____
State of Wyoming, County of _____
Subscribed and sworn to before me this _____ SEAL
Day of _____, 20 _____
My commission expires: _____

Refusal to Consent

I do not give consent for emergency medical treatment of my child. I understand that by signing "Refusal to Consent," my child will not be allowed to participate in field trips or activities outside of the district.

Signature of parent/guardian _____ Date signed _____

SCHOOL COUNSELING INFORMED CONSENT
Arapahoe Middle School
Fremont County School District # 38

Arapahoe Middle School offers short-term individual counseling to students. Parents/guardians or school staff may refer students for counseling, or students may request counseling.

For counseling that extends beyond three sessions in a school year or that is planned on a regular basis, parent/guardian permission is to be obtained. The bottom portion of this consent form may be returned to Ms. Kas or to your child's teacher.

I understand that school counseling services are short-term services aimed at the more effective education and socialization of my child within the school community. **I understand that these services are not intended as a substitute for diagnosis or treatment for any mental health disorder. I acknowledge that it is my responsibility to determine whether additional or different services are necessary, and whether to seek them for my child.**

In order to build trust with the child, the school counselor will keep information confidential, with some possible exceptions. Because these services are provided to minor children in the school setting, I understand that the school counselor may share information with parents/guardians, the child's teacher, and/or administrators or school personnel who work with the child on a need to know basis, so that we may better assist the child as a team. The counselor is also required by law to share information with parents or others in the event the child is in danger of harm to self or others. The counselor will make the child aware of these limits to confidentiality and will inform the child when sharing information with others. If you would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, you will need to sign an additional release of information form.

I encourage you to contact me whenever you have questions or concerns.



Arapahoe Middle School 23-24

Student's Name _____ Grade _____

I, _____, am the legal parent/guardian
of _____. I have read, understand, and agree to the terms of the attached
School Counseling Informed Consent.

Please check one:

- I give permission for my child to receive school counseling services at Arapahoe Middle School for the 2023 – 2024 school year.
- I understand that I may withdraw my consent at any time by signing and dating a written note requesting termination of counseling services.
-

I choose to decline school counseling services for my child at this time. I understand that I may request counseling services at a later date if needed.

Parent/Guardian (Signature)

_____ Date _____

Phone: Daytime phone _____ E-mail _____

Cell phone _____