

**Pathfinder High School**  
**Student Handbook**  
**2025-2026**



**Mrs. Ceatriss Wall, Principal**  
**Mrs. Chloe McLane, Counselor**  
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## PHS Mission

Pathfinder is an alternative high school that ensures all students' academic, social and emotional success by focusing on building healthy relationships within our community, learning through collaboration, and engaging in meaningful projects and experiences.

## PHS Vision

PHS will be known for graduates who:

- Make positive contributions to their community
- Are innovative and collaborative problem solvers
- Develop unique passions for the careers of the future
- Embrace and persevere through challenges
- Are compassionate and respect diverse perspectives and cultures

## DAILY SCHEDULE

Schedule	M, T, Th, F	Wednesday, Early Out
Block 1	8:00 – 9:20	8:00 – 9:20
Breakfast	9:20 - 9:30	9:20 - 9:30
CCR-A	9:30 - 10:00	9:30 - 9:50
Block 2	10:05 - 11:30	9:55 - 11:20
Lunch	11:30 - 12:00	11:20 - 11:50
Block 3	12:00 - 1:25	11:50 - 1:05
CCR-B	1:30 - 2:00	None
Block 4	2:05 - 3:30	1:10 - 2:30

Pathfinder High School is a closed campus during school hours. This allows for a safe, secure, and controlled environment for the students, faculty, and staff. Parents must sign their students out of school in order for them to leave campus for any reason. This includes students who are 18 years of age or older. However, sophomore, junior and senior students can earn open campus on a daily basis. Student and parents must sign and return the Lunch Privilege form in order to qualify. (Pg. 34)

## ACADEMICS

Pathfinder High School has set standards for all students. Students should be academically responsible, attend school regularly, and demonstrate, through their behavior, that they want to be in school.

Pathfinder High School is a school of choice. Our purpose is to serve students who thrive in a non-traditional high school setting. Class sizes are generally small allowing students to learn to the best of their ability and teachers to give instruction to assist students in their academic success. Student misbehavior, that interferes with other students' learning, is not tolerated and can result in a student being asked to leave the school and return to their home school.

To enroll, each student must present evidence of previous school attendance, transcripts, test scores, services received, birth certificate, and immunization records. Parents/Guardians and the student must attend the information session or an individual meeting to determine if Pathfinder High School is the best fit for their child.

## CREDIT REQUIREMENTS

Twenty-five (25) credits and proficiencies in the four core academic areas (English, Mathematics, Science, and Social Studies) and one additional area must be earned to graduate. Pathfinder High School is an accredited high school awarding high school diplomas to those who have completed the graduation requirements.

### **CREDITS**

ENGLISH 4

MATHEMATICS 3

SCIENCE 3

SOCIAL STUDIES 3

Electives 12

### **TOTAL REQUIRED: 25 CREDITS**

Community experience is an option for earning credits. Community experiences can include working, volunteering, mentoring, or job shadowing. Please note that if a student is interested in Hathaway Scholarship money for post high-school education, additional requirements must be met. Check with the counselor for details. Students who do not want to take the required courses for the Hathaway Scholarship will need to sign the opt out form along with their parents.

The grading scale at PHS is: 90% = A      80% = B      70% = C      60% & Below =F

**Credits:** Credit for classes will only be given to students earning a “C” or better on their final semester report card. Students earning letter grades equivalent to a “F” will earn an “I” or incomplete for that term. Student will have the next semester and/or summer school opportunity for credit recovery. If the student does not utilize that opportunity for credit recovery, the “I” will be converted to a “F” for the permanent transcript.

### **Late Work**

It is the student’s responsibility to submit all work within the assigned deadlines. Students will not receive an academic penalty for submitting late work for any PHS course although behavioral consequences may apply. Teachers will make the decision for students with missing work if the missing work is a Will or Skill issue.

Will issues will result in a referral to Lunch Tutoring. (See Lunch Tutoring section for more details).

Skill issues will be addressed through College Career Readiness (CCRB) referrals. The teacher will refer students to their classroom during CCRB for intervention.

### **WILL vs SKILL**

Will is defined as students who have the knowledge and / or ability to complete the task independently but choose not to.

Skill is defined as students who don’t have the knowledge and / or ability to complete the task independently.

### **Lunch Tutoring**

Lunch Tutoring is an intervention to provide students the opportunity to complete pieces of evidence.

Lunch Tutoring will be a teacher driven selection process and based on ILPs and missing work. Students referred for lunch tutoring will report to the designated classroom teacher during lunch and will not be able to leave campus during lunch.

### **No Zero Policy**

With the shift from a traditional grading system to a standards based grading system, PHS has made some changes to grading practices. One of these changes is issuing zeros in the gradebook. The current grading practice will focus on students demonstrating mastery of content specific standards. The zero in the gradebook is a reflection of behavior and not knowledge attainment. The expectation for staff members is to provide multiple opportunities for students to demonstrate mastery. Examples are providing intervention, retakes of assessments and other means to demonstrate proficiency. Students are expected to attend and utilize intervention time as well as complete homework.

## **Homework**

The purpose of homework will be to prepare a student to demonstrate or extend proficiency on a piece of evidence. Homework will not be calculated as a part of the final grade, but teachers will provide feedback to students about the work. Homework will be required to be completed before a student will be given an opportunity to redo a piece of evidence to demonstrate proficiency.

## **Piece of Evidence**

A piece of evidence is a student product which will be entered into the gradebook. Evidence may be an assessment, written papers, projects, presentation or teacher developed assignment. Students will be given enough classroom and CCRB time to demonstrate proficiency on a piece of evidence. A student may redo pieces of evidence in order to increase their level of proficiency.

## **Extra Credit**

There will not be extra credit opportunities provided for any course. Students will be given opportunities for intervention and enrichment to demonstrate proficiency with the priority standards.

## **Class Status**

Students are classified at the beginning of each school year. Students are classified with their grade cohort group (year they enter high school).

## **Graduation**

Because participation in graduation ceremonies is a privilege, not a right, the Pathfinder administrator has the authority to deny a student this privilege if a student's behavior is not reflective of the expectations for a Pathfinder student. Students who are attending Day Reporting Center, may be denied participation in the graduation ceremony.

Students who have an IEP (Individual Education Plan) may be eligible for a Certificate of Completion. There are two ways this can be accomplished:

1. Pass all classes, but not proficient in 5 of 9 content areas, or
2. Proficient in 5 of 9 content areas, but has not met all the credit requirements. The IEP team will decide in a formal meeting if the Certificate of Completion is appropriate for a student.

## **Early Graduation**

The Board of Trustees will consider graduation requests for a student wishing to graduate at the end of a term if: (1) student will complete all requirements for that year's graduating class by the end of the term; and (2) a written letter of request has been submitted to the principal and superintendent two months prior to the end of the term in which the student wants to graduate. Students granted early graduation and completing all requirements for early graduation will not be allowed to participate in school activities or events for the remainder of the year and must specifically request, in their letter whether they desire to be included in commencement exercises. Students wishing to graduate early must work with their counselors and administrators as early as possible to ensure they are eligible for early graduation.

## REPORT CARDS/PROGRESS REPORTS

Report cards are issued and given to parents/guardians/adult students at parent teacher conferences following each semester and mailed home. All teachers will contact parents as needed between reporting periods. Parents/guardians/adult students are encouraged to examine the grade reports and to contact the teachers about any concerns. Parents may also view current grade via their Infinite Campus Parent Portal.

### **School Wide Behavior Expectations**

I will positively participate.

I will use electronic devices to support my learning.

I will be respectful.

I will speak at appropriate times using respectful language.

## Responsibility Grading Scale

<b>I will positively participate.</b>
<ul style="list-style-type: none"><li>● Comes to class prepared to learn</li><li>● Completes assessments/assignments in a timely manner</li><li>● Engaged in the learning</li></ul>
<b>I will use electronic devices to my support learning</b>
<ul style="list-style-type: none"><li>● Comes to class prepared to learn with chromebook</li><li>● Technology nonessential to learning is put away</li><li>● Stays on appropriate task tabs on chromebook</li></ul>
<b>I will be respectful.</b>
<ul style="list-style-type: none"><li>● Takes responsibility for actions and consequences</li><li>● Responds to feedback in an appropriate manner</li><li>● Treats others with dignity</li><li>● Shows respect for self, others and property</li></ul>

**I will speak at appropriate times using respectful language.**

- Uses language and tone that is school appropriate
- Speaks on topic without disrupting learning of others
- Active listening when engaged in discussion with learning

**Score**

4: Consistently Demonstrates

3: Usually Demonstrates

2: Sometimes Demonstrates

1: Rarely Demonstrates

Students will earn an overall score for Responsibility in each class. The score is based on the above school-wide norms and the criteria for each norm. This score will be reported in Infinite Campus and on report cards for each course. The score is not reported on the transcript nor is it calculated in the GP

**SCHOOL FINES & OBLIGATIONS**

School fines and other obligations must be taken care of in a timely manner no later than the close of each school year. Transcripts will reflect NO CREDIT earned until all fines and fees are paid. Seniors will not be allowed to participate in graduation ceremonies until all fines are paid in full. Law enforcement may be called to help secure restitution. No diploma or credit for a course that has been successfully completed shall be denied to a student who has earned it, provided such diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the school district (W.S. 21-4-308).

**PARENT PARTICIPATION**

At Pathfinder High School, we encourage parents to take an active role in their child's education. Parent/guardian visitors are always welcome at Pathfinder. Please follow the school policy for such visits which includes checking in at the front office through the Raptor system. This requires a drivers license/ID to obtain a visitor's pass. The entrance to PHS (southeast doors)

remains locked during the school day. Entrance to the school is controlled through the Front Office of PHS. We ask that you do not use the Central Administration entrance to visit PHS.

Pathfinder staff have web pages on the District web site to provide information about their classes. The web site for Pathfinder that provides information about our school is

<http://www.landingschools.org/Pathfinder/>

We use Infinite Campus to communicate with parents through email or text depending on parent preference. In order to receive these messages parents need to use their parent portal account. This is the same account that you register your child/children.

<https://fremont1.wy.infinitecampus.org/campus/portal/fremontlander.jsp>

If you have any suggestions for how we might improve as a school or district, we are always willing to hear from you, in person, by phone, or through our district's online suggestion box.

<http://bit.ly/LanderSchoolsSuggestionBox>

The district employs a Community Relations Coordinator to provide a number of communication services to parents, including serving as a liaison between the district and parents/community. For information, please contact Matt Jacobson ([mjacobson@landingschools.org](mailto:mjacobson@landingschools.org)).

### RAPTOR

The school district is pleased to announce that we are using the Raptor Visitor Management System in all of our schools to strengthen the district's program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, which the Raptor system will allow us to do. The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

### SOCIAL SERVICES

Personnel are available on the Pathfinder High School Campus to assist students with school or home issues and to assist students in seeking employment. Check with the office to determine when this assistance is available. In addition, some students will have the opportunity to work in the community for elective credits and to gain job experience.

## CHEATING POLICY

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. Plagiarism is also considered to be cheating. To avoid plagiarism, a student must give credit whenever he/she uses:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings – any piece of information – that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

## ATTENDANCE

Regular attendance at school promotes the mental and emotional development of students, reduces delinquency, enhances good citizenship and promotes the general health, safety and welfare of a community. The Wyoming State Legislature, in recognition of the importance of regular school attendance, has passed laws to promote school attendance. The following regulations are designed to implement those laws and to promote regular attendance at school.

## ABSENCES

At Pathfinder High School all absences will be classified as EXCUSED or UNEXCUSED. Absences are defined as follows:

EXCUSED ABSENCES will consist of:

1. Activity (ACT) = all students on a school travel list for sports, activities, or academics.
2. Medical (MED) = All students are allowed six medical absences without medical verification. After the sixth medical absence the student must verify the illness with a doctor's note turned into school office personnel.
3. Guidance/Nurse/Administration (GNA) = Student absence as a result of visiting the Guidance Office, nurse or administration.
4. Religious Observance (REL) = Student is absent as a result of a religious observance including funerals.
5. Suspension (OSS) = Student is suspended out-of-school.
6. In-School Suspension (ISS) = Student is suspended in-school.
7. Testing (TG) = Student is absent from class due to required testing or make-up testing.

8. The Learning Center (TLC) = Student is absent from regular classroom while working in guidance office/front office.

9. Homebound (HMB) = documents a student's whereabouts due to extended illness, surgery or treatment program.

AN UNVERIFIED ABSENCE (UNV) OCCURS WHEN A STUDENT IS NOT IN CLASS AND IT IS NOT ONE OF THE EXCUSED ABSENCES LISTED ABOVE. UNVERIFIED ABSENCES CAN OCCUR EVEN WITH A PARENT/GUARDIAN CALLING IN IF IT IS NOT ONE OF THE LISTED EXCUSED ABSENCES.

By Wyoming State Law, attendance in school is required through age 16 or completion of 10th grade.

For all absences, it is the responsibility of the student's parents, legal guardian or the student (if the student is an adult) to contact the school each day the student is absent to explain the absence. If this is not possible, the student is required to provide a written explanation from a parent, physician or guardian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused. Pathfinder High School Administration has the final decision on attendance issues. Pathfinder High School staff will contact parents and make home visits for excessive absenteeism.

Arrangements for extended deadlines to make up work may be negotiated with the classroom teacher. It is the responsibility of the student to obtain work missed.

After ten (10) consecutive unexcused absences, the student will be dropped from the rolls of Pathfinder High School. The student has an option to re-enroll for admission into Pathfinder after a meeting with parents/guardians and those with vested interest. An attendance contract will be developed at that time.

#### HOW TO CHECK OUT OF SCHOOL

1. Students needing to leave the building at any time during the school day must check out of school through the office.
2. Students entering or reentering school after classes are in session must check into school through the office.
3. Any student who leaves campus after arriving at school, without checking out, is considered unexcused/truant.
4. Parent/guardian are required to sign the checkout sheet located in the front office.

## STUDENT ACTIVITIES

Students may participate in activities offered at Lander Valley High School. Students must follow the CODE OF CONDUCT and meet eligibility requirements.

## WITHDRAWAL PROCEDURES

Any student leaving during the school year and all students at the end of the school year must check in all books and pay any fines. If a student leaves without completing this process, report cards will not be released until all has been completed.

If a student withdraws from a class after the first week of the semester, the report card/transcript will have a WF and no credit will be given. This includes CWC Dual Enrollment courses that students choose to audit.

## STUDENT PARKING

Students may drive to school. There is a designated parking area for students, and they will be expected to park in that area. The school administration reserves the right to revoke parking privileges at any time. Students must have a parking permit tag displayed in their vehicle.

## INCLEMENT WEATHER

For emergencies or school closures due to inclement weather, the school district will use the Infinite Campus Messenger system to send telephone, text, and/or email messages to parents/guardians. As a result, it is extremely important for parents to update any changes in their phone numbers or email addresses. Updates may be quickly made via Parent Portal or by notifying the schools when there are changes. Schools may also use the Infinite Campus Messenger system to notify parents of other important information. Inclement weather announcements also will be made on the Lander radio stations KOVE (1330 AM) and/or KDLY (97.5 FM).

## **STUDENT BEHAVIOR PATHFINDER HIGH SCHOOL CODE OF CONDUCT**

### **GENERAL RULE:**

WE EXPECT STUDENTS TO BE SAFE, RESPONSIBLE AND RESPECTFUL.

ANY BEHAVIOR THAT CONTRADICTS THIS PHILOSOPHY IS AN INFRACTION.  
DISCIPLINARY CONSEQUENCES WILL BE AT THE FACULTY/STAFF/PRINCIPAL'S  
DISCRETION.

The purpose of regulations concerning student conduct is to create an educational climate that promotes learning and protects all members of the school community. Our philosophy requires a balance between our concern for the student and the responsibility each student bears for his/her own choice of conduct in relation to the rights of others. Students who conduct themselves with courtesy and common sense need few stated rules and may attend classes with a maximum of personal freedom. Simply stated, we are asking students to make safe, respectful and responsible choices regarding their behavior at school.

### **MAJOR INFRACTIONS AND CONSEQUENCES**

The School Resource Officer or the Lander Police will be notified for any of the following infractions which are considered a violation of City or State regulation or law:

- Alcohol, Drugs, Tobacco, or Vaping devices Possession and/or Use
- Fighting, Assault, Battery
- Vandalism or Theft
- Weapons
- Disturbing the Peace

The School Resource Officer and/or the Lander Police may be notified for the following infractions which are considered violation of City or State regulation or law:

- Gang Affiliation, Tagging, Harassment
- Threats of Violence (verbal or physical)

All major infraction will result in school consequences. These consequences may include, but are not limited to suspension, recommendation for expulsion, parents/guardians notification, and police notification.

## STUDENT SEARCHES

Pathfinder High School reserves the right to search lockers, backpacks, vehicles, and individuals if reasonable suspicion exists that endangers the health, welfare and safety of students themselves or other students and staff at PHS.

## DRUG-BOMB DOG/VIDEO SURVEILLANCE

Pathfinder High School will use a DRUG-BOMB DOG and VIDEO SURVEILLANCE periodically as a deterrent for drugs and dangerous weapons in school and on school property, and to assist in maintaining our safe and orderly learning environment.

## SAFE 2 TELL

If you are experiencing or witnessing bullying, contact PHS administration or submit a tip to safe 2 tell Wyoming.



Safe 2 Tell Wyoming is a statewide reporting system for students, parents and community members. Safe 2 Tell is completely anonymous and confidential way to report concerns about your safety or the safety of others. You can submit a plan through the website (<http://safe2tell.org>), through safe 2 tell wyoming app or call 1-844-996- 7233.

## “The 7 Mindsets”

### Social Emotional Learning Curriculum

The 7 Mindsets is a social emotional curriculum that each student at Pathfinder High School will engage in each week through the CCRA and CCRB blocks. The 7 Mindsets are:

- Everything is Possible
  - Passion First
  - We are Connected
  - 100% Accountable
  - Attitude of Gratitude
    - Live to Give
  - The Time is Now

Each month students will learn about a specific mindset through four learning objectives. The class is led by the school counselor with students driving small group discussions and project-based elements beyond the classroom. This curriculum is used to support positive behavior intervention system at Pathfinder High School which teaches the students a new way of thinking positively about their lives, and introduces the strategies to use that thinking to make their dreams a reality. Students will learn how to recognize that in school and out of school that how we think is critical to our happiness and success.

### WYOMING EDUCATION CODE ON STUDENT DISCIPLINE

Wyoming State Law (21-4-306) states that the following shall be grounds for suspension, or expulsion of a child during the school year:

1. Continued willful disobedience or open defiance of the authority of school personnel;
2. Willful destruction or defacing of school property;
3. Any behavior that in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety or morals of other students;
4. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or teacher with physical violence;
5. Possession, use, transfer, carrying or selling a deadly weapon within any school bus or within the boundaries of school property used by the school district for students K-12.

DEFINITIONS OF DISCIPLINE TERMS TEMPORARY REMOVAL: Removal from school until after a parent/guardian conference.

SUSPENSION: Removal from school for a period of time not to exceed 10 school days unless further action is pending. Suspended students may not participate in school activities or be on

school grounds while suspended.

EXPULSION: Removal from school up to one calendar year.

RESTITUTION: Restoration or payment of damages for something that has been stolen or destroyed. This includes reimbursement to the school district or an individual for the total replacement cost or repairing the damage.

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

### STUDENT-PARENT GRIEVANCE PROCEDURE

Students (or their parents) who think that the school has violated their rights should seek resolution of the situation in the following general manner:

1. **FIRST:** Contact the individual teacher or person with whom the students or parents have a concern.
2. **SECOND:** If the person in #1 cannot resolve the situation, contact the principal. If the principal cannot resolve the situation, she/he will advise the parents or student of further procedures available to them.

### STUDENT DRESS AND APPEARANCE CODE

#### DRESS CODE

Pathfinder High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. It is expected that all students will dress in a way that is appropriate for the school day or for any school sponsored event.

Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not discriminate against any group based on age, race, color, religion, national origin, sex, or disability.

1. **Basic Principle:** Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. **Students Must Wear\***, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms that does not expose

undergarments), AND

- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts that does not expose undergarments), AND

- Shoes.

\*Specific clothing may be required in certain classes due to health and safety requirements ie: athletic shoes or clothing requirements are permitted for PE).

3. **Students May Wear**, as long as these items do not violate Section 1 above:

- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. **Students Cannot Wear:**

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping, paraphernalia or ganga affiliation (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or as personal protective equipment (PPE)).

#### **Inappropriate Dress Consequences**

1. On the *first offense* the student will be given a warning and will be required to remedy the situation immediately.
2. On the *second offense* the student will be given a detention and will be required to remedy the situation immediately.
3. The *third and subsequent offenses* will result in In-School suspension.

**NOTE: The PHS Administration reserves the right to add or modify dress code expectations when deemed necessary. The PHS set of expectations listed previously is not all-inclusive.**

## SCHOOL LUNCH

Students are expected to eat lunch in a supervised location. Good manners and good behavior in the lunchroom are expected from all students. Talking should be in a normal voice, with no yelling or screaming. Because we have a closed campus, students must be approved through the office to go elsewhere for lunch and must be signed out by a parent/guardian before the beginning of the lunch period. The only exception to this rule is for sophomores, juniors and seniors as discussed earlier in the handbook.

Forms for free and reduced lunch are available during registration and throughout the school year in the office.

It is the district policy that meals are paid for in advance or at the time of the meal. This includes all free or reduced meals until the applications are approved. Charges are not acceptable and students will not be served if they do not have money to pay for the meal. Meal prices are available on the school website.

In accordance with the Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of actual or perceived age, race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, marital status, pregnancy, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D. C. 20250-9410, or call (800) 795-3272 (voice) of (202) 720-6382 (TTY).

## STUFF TO LEAVE AT HOME

Items that are valuable or tend to distract or disturb others are not to be brought to school. Such items, include, but are not limited to: water guns, radios, cameras, rubber bands, and laser pointers. Such items will be confiscated and returned at the end of the school day. Laser pointers are considered to be dangerous and will not be returned any time one is confiscated.

### **Cell phone and telecommunication device Expectations for PHS**

In order to reduce distractions, maintain student engagement, and promote positive interpersonal communication, Fremont #1 students in possession of telecommunications devices,--including, but not limited to, cell phones, smart watches, non-medical listening devices, and headsets--while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

Students are required to check-in phone and telecommunication devices (ex. smart watches, headphone, earbuds) at the beginning of each class period to the teachers' cell-phone caddy. Phones/devices must remain in caddy for the entire period unless otherwise directed by the teacher.

Please refer to policy JICJ for more information

#### Consequences

1st offense - turn into the office and returned at lunch or end of the school day

2nd offense- turn into the office and returned at the end of the school day

3rd offense - turn into the office each day for school for the remainder of the semester

## **HEALTH SERVICES**

If a student needs to take ANY form of medication at school, a signed note from the parent/guardian/adult student must be presented at the main office. ALL medications will be kept in and dispensed from the main office. This includes prescription and over-the-counter medication. THERE IS NO EXCEPTION TO THIS POLICY.

Parents are requested to keep children home from school if they are ill. Students who become ill during the school day are to report first to the office. Office personnel will inform the parents if it is necessary for the child to go home. If an injury should occur, office personnel will also make proper home contacts. Students must return to class if not sent home and may not remain in the office indefinitely. Students who are leaving school because of illness or coming to school late because of illness must check in or out through the office.

## Appendix A

### FREMONT COUNTY SCHOOL DISTRICT #1 POLICIES AND PROCEDURES

The following are policies and procedures adopted by Fremont County School District #1. Complete policies may be found on our website, [landerschools.org](http://landerschools.org) under About Us/Governing Board.

#### STUDENT ABSENCES AND EXCUSES (JED)

Regular attendance by all students is of prime importance at all levels in the educational process. All students are expected to attend school to maximize the effectiveness of the school's educational program. It is the parents'/guardians' responsibility to see that their children attend school regularly and to inform the school when their child will be absent.

To be considered an excused absence, the absence must be due to one of the following reasons:

1. a medically verified absence;
2. due to religious observances;
3. bereavement or attendance at a funeral;
4. an absence arranged in advance with parent consent - not more than six (6) per semester;
5. college visits - not more than two per semester;
6. exceptional circumstances with written pre-approval of the Principal.

All other absences shall be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant. Students who have arrived tardy to school more than ten (10) times in a semester will also be deemed habitually truant.

"Willful absenteeism" means exceeding the limit of unexcused absences (five) as defined in this policy when the excess absences are the result of a parent's, guardian's, or custodian's willful failure, neglect or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102.

The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class.

Although full-time enrollment and attendance is strongly encouraged, it is understood some students are unable to attend full-time. The building principal may approve part-time schedules based on his/her determination of the student's inability to attend school full-time and verification they are working toward completion of graduation requirements. Approval will be generally limited to students in their senior year. Students in other grades may be considered upon recommendation of the principal. Modified student schedules may be appropriate for certain students with disabilities, based on their teams' understanding of their unique educational needs. This section will also pertain to students who may be scheduled to attend off campus educational activities, such as CWC classes, etc. Students who are scheduled in these activities will not be counted as absent from school.

Legal W.S. 21-4-102

#### ALCOHOL/TOBACCO/DRUG USE AND ABUSE BY STUDENTS (JICG)

The use of alcoholic beverages, tobacco (defined to include electronic cigarettes and vaping devices), dangerous substances, or illegal drugs by students or possession of such by students in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol, dangerous substances, or illegal drugs or following the immediate prior use of alcohol, dangerous substances, or illegal drugs. The reference herein to "dangerous substances" is intended to prohibit the use, possession, or distribution, including vaping, smoking, huffing, inhaling, consuming, absorbing, or otherwise ingesting a substance for the purpose of generating a high or rush, otherwise altering the mental processes or impairing the student's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Dangerous substances include, but are not limited to, airplane glue, rubber cement, paint, Dust-off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks", herbal incense, Saliva Divinorum, Salvinorum A, and consuming larger than prescribed quantities of medications containing alcohol or other drugs. This policy shall apply to all students regardless of whether or not they are of legal age to possess or use tobacco.

The possession, use, transfer, and/or sale of any substance represented or misrepresented to be behavior altering chemicals is also prohibited.

Any student suspected of being under the influence of alcohol, dangerous substances, or illegal drugs or whose immediate prior use of alcohol, dangerous substances, or illegal drugs is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation.

To help students who are identified as abusing alcohol, dangerous substances, illegal drugs, or tobacco products, District and community resources may be recommended to the student and their parents/guardians. The responsibility of correcting an identified problem is that of the student and his/her parents or guardians. District counselors and social workers may be accessed for support and direction in these matters.

The District will provide programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, and other dangerous substances. The District will provide counseling services for students who seek to obtain counseling for drugs/substances and/or alcohol-related problems and/or will provide information as to where appropriate help can be received.

Each school principal has developed and implemented regulations within his/her school governing the consequences for use and abuse of alcohol, dangerous substances, illegal drugs, or tobacco products. These rules are communicated in their respective student/parent handbooks that are approved by the Board of Trustees on an annual basis.

The Board of Trustees reserves the right to enforce infractions of this policy by expulsion or long term suspension regardless of the determined level of offense at any school within the district.

### **STAFF/STUDENT INJURY OR ACCIDENT REPORTING (EBBB)**

Accident Reports, or [School Nurse Reports](#), are filed when there is an injury or event that is out of the ordinary, requires medical attention, causes the loss of ½ or more days of school, or when parent contact is necessary. The report is required documentation in order for the student to access student insurance coverage or for the staff member to access Worker's Compensation. It is also required documentation for any injury that occurs during episodes of restraint or seclusion. Per policy, these reports should be utilized for all injuries/accidents that occur on school premises or at school sponsored activities.

These reports are very brief, and are NOT used to document events leading up to the injury or details about the injury itself. They are solely used to document the care provided to the student or staff at the time of injury (if any) and what kind of care was needed upon leaving school premises.

**Student Injury: [Reports](#)** should be completed by an adult person who administered first aid to the student, then given to the school nurse for review. Reports are then given to the building administrator for signature, and then sent to the Business Office. In order to be reimbursed for costs associated with the injury through the district's supplemental student insurance program, families must complete a claim form located in each building's front office, or in the Business Office.

**Staff Injury: [Reports](#)** are completed by the individual who was injured. They are completed by the school nurse ONLY if the nurse provided care or assessment. Completed reports are then signed by the employee's direct supervisor, and sent to Travis Sweeney in the Business Office. Eligible employees may submit a claim through Worker's Compensation if it is an injury sustained through work-related activities. Worker's Compensation forms are found online [here](#).

If any injury involves potential contamination with someone else's bodily fluids (ie. needlestick injury, bite, etc.) further testing/treatment may be warranted. See FCSD#1 Bloodborne Pathogen Exposure Control Plan for more information.

### **ASBESTOS NOTIFICATION**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

Fremont County School District One developed an asbestos management plan as required by the Asbestos Hazard Emergency Response Act, passed in 1986. Part of the plan includes survey of the condition of asbestos materials every six months to assure they remain in good condition. You are welcome to review a copy of the asbestos management plan in the administrative office of the district during regular business hours. Fremont County School District #1 is the designated asbestos program coordinator, Business Manager Travis Sweeney, and all inquiries regarding the plan and asbestos-related issues should be directed to him.

### **CHILD FIND (IHBA)**

Fremont County School District No. 1 shall implement an ongoing system to locate, identify and evaluate all children birth to 21 residing within the School District who have disabilities and need early intervention under Part C or special education under Part B of IDEA (the Act).

The School District shall identify all children with disabilities regardless of the severity of their disability, including children who are:

1. Highly mobile, such as migrant and homeless children;

2. Wards of the State;
3. Suspected of having a disability even though they advance from grade to grade;
4. Home schooled;
5. Attending a private (religious or secular) school located within the boundaries of the school district or public agency;
6. Attending a charter or virtual school;
7. Below the age of compulsory school attendance;
8. Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their twenty-first birthday; or
9. Dropped out or disenrolled from public or private school.

### **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) STATEMENT**

The District uses a number of Internet-based subscriptions and services to offer online programs for the benefit of students and the school system. Examples of such services include, but are not limited to, communications and data storage regarding student test scores, grades, progress through curriculum content, and academic planning. The District requires that the service provider assure the school that it has in place a procedure or security system to maintain the confidentiality of any personal information that the service provider could have access to. Because these services or programs will necessitate giving access to student personal information to the Internet or Web site operators that host or facilitate these programs, the parent consents to allow the school to represent that it has parental permission for this. Your signed return of this handbook shall be considered permission.

### **DIRECTORY INFORMATION (JO-R)**

Fremont County School District #1, State of Wyoming, may disclose directory information without written consent of the parent, eligible students, or guardian. The parent, eligible student, or guardian has the right to refuse to permit the designation of any or all of the categories of information provided refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7, or the following Monday of September 7 is Saturday or Sunday.

Directory information which may be released may include the name and address, parent or guardian telephone listing, date and place of birth, participation in officially-recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees (diplomas) and awards received, the most recent previous educational agency or institution attended by the student, personally identifiable photographs, videotapes, films and other visual media, and personally identifiable interviews, either audio only or audio and visual.

### **NON-DISCRIMINATION STATEMENT (AC)**

Fremont County School District #1 does not discriminate on the basis of age, race, color, religion, national origin, sex, or disability. This policy should prevail in all matters concerning staff, students, education programs and services and individuals with whom the school district does business. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

All employees, students and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended. Any student or their parent, or employee who has a complaint relating to sexual harassment is referred to policy ACA and the procedures set forth therein.

The district shall strive to inform students, parents, employees, and the general public that all educational programs, specifically including vocational opportunities, are offered without regard to age, race, color, religion, national origin, sex, or disability. In order to accomplish this a statement of nondiscrimination shall be included in the faculty and student handbooks, if any, and shall be published at least once a year in a newspaper of general circulation in the district. The notice shall include a reference to the person and the address and telephone number of the staff member designated to coordinate civil rights compliance. For purposes of this district, that person shall be the Superintendent of Schools.

All students shall be permitted to enroll in vocational education programs as well as other school programs without consideration of their age, race, color, religion, national origin, sex, or disability. To the extent that a prerequisite class may be required before admission, such prerequisite class shall be open to students on a nondiscriminatory basis. No student shall be denied admission on account of limited English language skills.

All employees of this district shall be hired, retained, promoted, transferred, compensated or, if necessary, terminated without regard to their age, race, color, religion, national origin, sex, or disability.

Students with disabilities shall be admitted and given equal access to programs and shall not be denied access to vocational education programs or other courses because of architectural or equipment barriers or because of the need for related services or auxiliary aids to the extent reasonable to accommodate the disabled. To the extent possible, disabled individuals shall be placed in regular vocational education programs and education courses.

### **NOTIFICATION OF RIGHTS UNDER FERPA (JRA-E)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to student education records. These rights are:

- (1) The right to inspect and review a student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of a student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school’s principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

Fremont County School District 1 will make available to the public directory information which has been previously published pertaining to students in Fremont County School District 1. Directory information includes the following: Student name, participation in officially-recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees (diplomas) and awards received, the most recent previous educational agency or institution attended by the student, personally identifiable photographs, videotapes, films and other visual media, and personally identifiable interviews, either audio only or audio and visual.

Any parent or eligible student who is unwilling to allow the above-described directory information to be released must notify the Office of the Superintendent within fifteen (15) days from the date of notice of FERPA rights.

## **HARASSMENT, INTIMIDATION AND BULLYING (JICFA)**

Fremont County School District #1 supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Students and staff shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward others.

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

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

1. Harming a person physically or emotionally, damaging a person's property or placing a person in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a person or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a person or group of students.

A school as used in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

Persons who witness or are a victim of harassment, intimidation or bullying shall report that conduct to a teacher, principal, or other school staff member as soon as possible. If the complaining person chooses not to file a written report, the staff member shall ask the person to verbally describe the incident, including the information described above. The staff member who receives the complaint shall request that the person make a written report describing the conduct they witnessed, including but not limited to the date, time and location of the incident, and the names of the persons involved, to the extent possible. The staff member shall then forward that information in writing, including the person's written report, if any, to the building principal, who shall promptly investigate the complaint, or designate another staff member to investigate the complaint.

Persons may anonymously report any harassment, intimidation or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives an anonymous report of harassment, intimidation or bullying, the staff member shall then forward that information in writing, including the person's written report, if any, to the building principal, who shall promptly investigate the complaint, or designate another staff member to investigate the complaint.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the person(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation.

When the investigation shows, that a student has or has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), appropriate teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation, including discipline against the person who engaged in the harassment, intimidation, or bullying. If a student reports that they have been harassed, bullied, or intimidated in violation of this policy and no meeting is required by the previous sentence, the principal shall communicate the results of the investigation to the parent(s).

If the person who conducts the investigation determines that a student or students engaged in harassment, intimidation, or bullying, the building principal shall take appropriate disciplinary action toward the student or students.

Students who engage in harassment, intimidation, or bullying shall be subject to disciplinary action up to and including suspension and expulsion. Each school shall develop consequences and remedial action for students committing acts of harassment, intimidation, or bullying and incorporate them into their student discipline rubric. Counseling, corrective discipline, referral to law enforcement, proven best practice, and/or administrative insight may be used to positively influence (or change if possible) the behavior of the perpetrator and remediate the impact on the victim. This may include, but is not limited to, appropriate interventions, restoration of a positive climate, student-based programs, anti-bullying programs, mentor based initiatives, code-of-conduct initiatives, and support for victims and others impacted by the violation.

Retaliation or reprisal against a person who makes a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. Any student who engages in such retaliation or reprisal against a person who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion.

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion.

Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

At the start of each school year, every school shall be required to review the district's harassment, intimidation and bullying policy with the students in a manner consistent with their age and education level. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's website in a manner to be determined by the superintendent and/or his designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents. The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other non-certified employees of the district who have significant contact with students.

### **HOMELESS ASSISTANCE NOTICE**

It is the policy of Fremont County School District No. 1 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 other children, and the District is committed to assuring that those rights are fully protected and honored. Any person or agency who is aware of any child of school age who meets the definition of a homeless student, or in the event of the enrollment of a student who meets the definition of a homeless student, the person, agency, or principal of the school where the student may be enrolled is requested to inform the District's Homeless Liaison. The Homeless Liaison will respond to the referral to assist in developing an action plan to provide the students with a free appropriate public education.

**Homeless** is defined as an individual who lacks a fixed, regular and adequate nighttime residence and includes, but is not limited to, an individual who has a primary nighttime residence that is:

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The terms "homeless" or "homeless individual" do not include any individual imprisoned or otherwise detained. In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings and other inadequate accommodations will be considered homeless.

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

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or a home for neglected children or youth, they will no longer be considered homeless.

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

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

#### **Doubled-Up Children and Youth**

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

#### **Foster Children and Youth**

In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, will be considered homeless.

#### **Incarcerated Children and Youth**

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

#### **Children and Youth in Migratory Families**

Children will not be considered homeless simply because they are children of migratory families. To the extent that these children may be staying in accommodations not fit for habitation, they will be considered homeless.

#### **Runaways**

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

#### **School-Age, Unwed Mothers**

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

#### **Sick or Abandoned Children and Youth**

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

#### **Dispute Resolution**

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is being sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title 1, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written and/or oral explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly.

The parent, unaccompanied youth, or other school district may appeal the school district’s decision as provided in the Wyoming Department of Education’s dispute resolution process.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT (IBF-E)**

### **FCSD #1 STUDENT NETWORK & INTERNET ACCEPTABLE USE AGREEMENT**

Fremont County School District #1 strongly believes in the educational value of the Internet and other online information resources. They can increase the power of curriculum content standards, enable exciting collaborations, increase productivity, and improve student learning. Resources provided by the Internet and other media sources are important parts of the District’s instructional program. These services are provided to promote educational excellence in schools, support our curriculum, and

support individual academic needs. **Student use of District computers, networking, or applications constitutes acceptance of the conditions within this agreement as well as additional stipulations within the school's student handbook.**

#### **General Statement: Individual Responsibility of Parents and Users**

Even though filtering and other protection are in place on the District network, all users and their parents/guardians are advised that access may include the potential for access to materials inappropriate or offensive for school-aged pupils. All users are responsible for their use of technology resources and the Internet. The District does not accept responsibility for students accessing inappropriate content or acting contrary to this agreement.

#### **General Statement: No Expectation of Privacy**

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the district computer network and Internet access and any and all information transmitted, received, or stored in connection with such usage. All such content shall become and remain the property of the District, and no student shall have any expectation of privacy regarding such materials. The District may share such transmissions with the student's parent/guardians, law enforcement, and other entities that the District deems necessary.

#### **Student Account Usage**

Each student is given a unique identifying network account and password. These credentials are private and to be used only by that student. Students are responsible for their individual accounts and the actions on their network accounts. Students should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another student. If a student suspects her/his network account credentials has been compromised, the student should immediately inform a teacher or other staff member so action can be taken to protect her/his account.

#### **Internet Use Filtering and Monitoring**

To comply with federal law, the District employs several methods of Internet content filtering and monitoring. However, no Internet content filtering system can be fully effective in preventing access to harmful and inappropriate material. With global access to computers and people, there is a risk that students may access material that may not be considered to be of educational value in the context of the school setting. Students receive instruction, appropriate to their age, regarding strategies to avoid the inadvertent access of inappropriate material and what to do if they accidentally access such material. Users will not use District resources to view or otherwise gain access to potentially objectionable materials. This includes text materials, video, images, or sound files that may be considered objectionable in an educational setting. If students mistakenly access inappropriate information, they should immediately disclose this access to their teacher or other supervising staff member. If a student finds that other users are visiting offensive or harmful sites, she/he should report such use to her/his supervising teacher.

#### **Student File Storage**

All students, as part of their network account, are given storage space both on a school server as well as through an online service (see below). Storage space is set aside for educationally-appropriate content as well as student work. The District reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Music files, videos files taking a large amount of storage, and other non-educational material may be deleted at any time without notice to the student.

#### **Student Email and Offsite File Storage Usage**

All students in grades 6-12 are given private District-managed email accounts and network "cloud" storage. These accounts are available to students both at school and offsite (home, library, etc). These accounts are hosted by a third-party service chosen by the District and specifically geared toward educational users (Microsoft Live@Edu). Email accounts may at any time be monitored by authorized school and District staff and may be shared with district administration, law enforcement, parents/guardians, and others as necessary. If a student suspects her/her email account has been compromised, she/he should immediately inform a teacher or principal. Students should not delete any threatening or suspicious messages, but leave them as evidence for authorized personnel to evaluate.

#### **Social Networking Usage and Website Posting**

The use of social networking and collaborative sharing sites is limited to District-approved online applications, such as Edmodo and Wikispaces. Student accounts in approved applications are monitored and managed. Students may be invited to participate in various publishing and Internet posting opportunities through the District (such as online video, newsletters, wiki editing). The use and sharing of such resources and information online will fall under expectations within this agreement as well as school-wide and District expectations.

#### **Expectations Regarding Usage and Communication**

The same rules and expectations that students have regarding communication and interaction with peers and with staff apply to online communications.

- Students shall not access, post, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, educationally inappropriate, or that could be construed as harassment or disparagement of others based on their age, race, color, religion, national origin, sex, or disability.
- Students shall not use the system to promote any activity prohibited by school or district policy, local law, state law, federal law, or Fremont #1 Board policy.
- Students shall not disrupt, vandalize, or modify any network equipment, software, or computer hardware.
- Students shall not interfere with the work of other users or violate the privacy of others.
- Students shall not knowingly introduce malware, worms, keyloggers, or other malicious software into the network or onto an individual computer.
- Students shall not download or install executable software without the direct approval of authorized staff.
- Students shall not attempt to compromise or bypass content filtering and other security measures.

Schools and/or teachers may impose other guidelines and rules in addition to those in this document. Disciplinary consequences for violation of this agreement may include classroom sanctions that are defined by teacher, and/or school-wide sanctions including limited or no access to technology at the school as well as other consequences deemed appropriate by school and/or District administration.

### **BYOD (“Bring Your Own Device”) guidelines**

A growing number of students are bringing personal technology – such as Internet-connected smartphones, netbooks, and mobile PDAs – to use during the school day on the guest wireless network provided by the school. Devices that connect to the Fremont #1 guest wireless network are subject to the same usage expectations and rules as are District-owned devices, and also subject to additional limitations established by the teacher/school. The District takes no responsibility for any issue or loss arising from the use of personal devices. The District reserves the right to search any and all personal technology devices brought upon the school campus or to any school activity or on any school bus if in the judgment of the supervisor or administrator in charge there is a reasonable suspicion to believe it contains evidence of the violation of a District rule, policy, or state or federal law which could subject the student to discipline.

### **Opt-Out**

Due to the pervasive and immersive use of technology in our District, it has become impossible for students to “opt-out” of using Internet resources. In extraordinary situations, the parents and principal can choose to limit some Internet access for a student, but exceptions will always be made for Internet access to testing, student email, and other educational applications that are required parts of our curriculum, daily classwork, and communication.

### **Disclaimer**

Fremont County School District #1 makes no warranties of any kind, whether expressed or implied, for the technology and Internet services it is providing. The District will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by its own negligence, user errors, omissions, or factors beyond the control of the District. Use of any information obtained via the Internet is at the user’s own risk for the user’s own purpose. The District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet access. The district does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted. The District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or monetary loss) sustained or incurred in connection with the use, operation, or inability to use any aspect of the system or service.

More information about each of these points may be found on the Fremont #1 Technology website. A link to our website is included on the District Website at [www.landingschools.org](http://www.landingschools.org).

## **PARENT AND FAMILY ENGAGEMENT (TITLE I SCHOOLS) (KBDA)**

The Every Student Succeeds Act (ESSA) requires meaningful parent involvement in their children’s education. ESSA requires that all school districts that receive Title I funds have a written parent and family engagement policy. This policy shall be developed jointly with and agreed upon by both educators and parents. The intent of this policy is to involve parents and family as partners in the process of school review and improvement, in activities to improve student academic achievement and school performance, and to have an integral role in assisting in their child’s learning. Meaningful efforts will be made to ensure involvement of all parents, along with community members, including parents of students often needing supplemental assistance in order to attain proficient levels of achievement.

The District shall annually, by the end of September (or following the release of achievement data, if later), through a variety of communication avenues inform parents regarding the following:

the status of District schools as it relates to the Elementary and Secondary Education Act (ESEA), “Every Student Succeeds Act” (ESSA), student achievement results and concerns, program and rights of parents to have meaningful involvement in the planning, review and improvement of the Title I program.

The District shall offer, in addition to an annual meeting, a flexible number of meetings at times determined most appropriate to gather parental involvement in developing, reviewing and evaluating on an ongoing basis this Parent and Family Engagement Policy. Parents shall be notified of:

1. their right to examine staff members’ qualifications related to the ESSA requirement that parents of Title I students be allowed to request the qualifications of teachers and paraprofessionals providing services to their child (see policy GBJ);
2. their rights regarding their child’s attendance site or participation in programs focused on school improvement;
3. assurances that all students in the District shall be involved with state-required assessment, with alternate assessments or exclusions only as allowed under Wyoming Department of Education guidelines;
4. the District’s commitment to offering training annually, to parents, related to activities in the home which reinforce student progress in such areas as reading, mathematics, science, self-esteem, and others;
5. their right to be informed about progress and to be involved with decision-making regarding their child’s educational program, and in a language appropriate to their circumstances;
6. Consolidated Grant resources available for use in parent activities including training, out-of-district school site visitations, and support for meeting expenses including child care, transportation, and supplies;
7. that the District shall provide opportunities for parents to meet individually with staff, at times as convenient as practicable, to discuss student progress and concerns. Parents will be informed of internet-based, secure information which they may retrieve, on a daily basis if so desired.
8. their right, if they are home-schooling parents, to have access to federally-funded programs such as Title I, Special Education, and staff development training, and that their children may participate in annual state-mandated assessments;
9. requirements as mandated by State standards, State assessments, and requirements for graduation.

The School District and parents will develop a school-parent compact that outlines how parents, students and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate. The School District will offer assistance to parents in understanding the education system and the state standards, and how to support their children in achievement. The District will provide materials and training to help parents work with children. The District will educate teachers and other school staff, including school leaders, in how to engage families effectively. The District will coordinate with other federal and state programs, including preschool programs. The District will provide reasonable support the parents may request and provide information in a format and language parents can understand.

#### District Title I Parent Advisory Council/School-Parent Compact

A District Title I Parent Advisory Council, composed of parents from each of the District’s Title I schools, shall meet a minimum of twice annually with the District Title I Director and Title I staff to address the areas described below. The required meetings shall occur in October and May, following building-level meetings in September and April.

1. Review of present implementation progress and parent input, including a review of this policy and recommendations for changes, if necessary.
2. Information and review of training opportunities for parents and staff.
3. Review of current priorities and activities and an opportunity for input from parents for additional considerations.
4. Review reports from building-level meetings and consider for adoption recommendations from those meetings.
5. Make recommendations having the intent of encouraging parent participation in Title I-related activities.

#### Building Level Parent Involvement/School-Parent Compact

Each Title I school shall have a committee composed of parents of Title I parents which shall meet a minimum of twice annually (September and April) with building Title I staff and administration. Among the responsibilities of each committee shall be:

1. providing support as appropriate for the school’s parent conference activities including information gathering, registration, and other help to improve school-community communication;
2. providing input to the building’s School-Parent Compact, particularly in areas related to parent training, instructional support in the home, and other topics focusing on student performance;
3. providing building-level recommendations to be taken to the District Title I Advisory Council, addressing the topics listed in that body’s description of responsibilities;
4. involving, as appropriate, staff from “feeder” pre-schools.
5. outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Each Title I school shall provide written progress reports to parents concerning their child's academic performance, on a regular basis, and shall schedule parent conferences a minimum of twice annually for individual sessions. In some instances, meetings may be held more frequently to address significant concerns or problems.

Of the Title I funds received by the District, not less than one percent (1%) shall be mandated to fund family engagement with the District sending at least ninety percent (90%) of those funds directly to the Title I school.

### **PARENTS RIGHT TO KNOW (SEC. 1112. [20 U.S.C. 6312], section (e))**

**INFORMATION FOR PARENTS.**— At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), the following information:

- 1) Information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
    - i) Whether the student's teacher—
      - (1) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
      - (2) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
      - (3) is teaching in the field of discipline of the certification of the teacher.
    - ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
  - b) **ADDITIONAL INFORMATION.**—In addition to the information that parents may request, a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student—
    - i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
    - ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- 2) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
    - a) For each grade served by the local educational agency, information will be provided on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required district-wide by the local educational agency, including—
      - i) the subject matter assessed;
      - ii) the purpose for which the assessment is designed and used;
      - iii) the source of the requirement for the assessment; and
      - iv) where such information is available—
        - (1) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
        - (2) the time and format for disseminating results.
    - b) **LOCAL EDUCATIONAL AGENCY THAT DOES NOT OPERATE A WEBSITE.**—In the case of a local educational agency that does not operate a website, such local educational agency shall determine how to make the information described in subparagraph (A) widely available, such as through distribution of that information to the media, through public agencies, or directly to parents.
  - 3) Information to parents of an English learner identified for participation or participating in such a program, of—
    - a) the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
    - b) the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
    - c) the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

- d) how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
- e) how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- f) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
- g) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
- h) information pertaining to parental rights that includes written guidance—
  - i) detailing the right that parents have to have their child immediately removed from such program upon their request;
  - ii) detailing the options that parents have to decline to enroll their child in such program or to
    - (a) choose another program or method of instruction, if available; and
  - iii) assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.
- i) **SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR.**—For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the local educational agency shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program consistent with subparagraph (A).
- j) **PARENTAL PARTICIPATION.**—
  - i) **IN GENERAL.**—Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
    - (1) be involved in the education of their children; and
    - (2) be active participants in assisting their children to—
      - (a) attain English proficiency;
      - (b) achieve at high levels within a well-rounded education; and
      - (c) meet the challenging State academic standards expected of all students.
  - ii) **REGULAR MEETINGS.**—Implementing an effective means of outreach to parents shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part or title III.
- k) **BASIS FOR ADMISSION OR EXCLUSION.**— A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

### **PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires schools to notify you and obtain consent or allows you to opt out your child from participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”)

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

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

**(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under Wyoming Law.)**

## **SECLUSION AND RESTRAINT POLICY (JLJ)**

FCSD#1 has a policy on seclusion and restraint of students. This policy can be found on the school district website under the About Us tab under Governing Board. For questions about the policy, please contact your child's principal or the District's Special Services Director (332-4711).

## **SEX OFFENDERS ON SCHOOL PROPERTY (KIB)**

Pursuant to Wyoming Statute §6-2-320, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form to the appropriate principal no later than three school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The District shall inform its staff and students/parents by notice published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school in the school district by contacting local law enforcement (police or sheriff's department) having jurisdiction over the school campus as required by W.S. §7-19-303(h).

## **SEXUAL HARASSMENT (GCOD)**

(This is a condensed version of the policy. A complete copy is available in the school office or on the District's website.)

### **Basic Policy:**

Fremont County School District #1 is committed to a positive and productive working and learning environment free of discrimination and sexual harassment. Discrimination and sexual harassment adversely affect morale and interfere with employee and student ability to work and learn. The District prohibits sexual harassment, discrimination or intimidation of its employees and students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student; and finds such behavior just cause for disciplinary action. Whereas, sexual harassment substantially compromises the attainment of educational excellence and the District will not tolerate such behavior between members of the same or opposite gender.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or discrimination or against any employee or student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination or sexual harassment and will lead to disciplinary action against the offender as hereinafter set forth.

This policy also applies to individuals attending any school-sponsored events, regardless of location.

### **Reporting:**

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, a school nurse or the building principal unless such person is involved in the alleged harassment.

Once a report has been filed, a confidential and expeditious investigation shall be initiated.

### **Confidentiality:**

A report of sexual harassment or intimidation, and the investigation, is to be kept in strictest confidentiality to the greatest extent possible for the protection of all parties involved.

All parties' right to privacy will be protected to the extent possible. The District has a compelling interest to provide educational programs in an environment free from sexual harassment and discrimination. Therefore, the District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

### **Investigation and Action Procedure:**

The District has a procedure in place to investigate and act on all complaints. Each incident will be investigated in a timely fashion.

### **STUDENT TRANSPORTATION FOR ACTIVITY TRIPS (JFCD)**

In all extra-curricular activity programs, students will be required to ride to and from the activity in school-provided vehicles unless parents/guardians have obtained approval per the requirements in this policy to transport their children to or from a school-sanctioned activity.

Students may travel with parents/guardians or their designee, including the student him or herself, for either leg of a trip if the request has been approved by the Activities Director or his/her designee. For transportation to an activity, the student release request must be made 24 hours in advance of trip departure. If there is any doubt as to who the student's legal guardian is, the request shall not be approved. Accommodation for alternate pickup/dropoff locations will be made if it is safe and reasonable to do so and the arrangement has been approved by the Activities Director or his/her designee.

### **TRANSFER OF SCHOOL DISCIPLINARY RECORDS (20 USC 7917)**

Title VIII of the Every Student Succeeds Act (ESSA) seeks to provide our nation's schools with a safe and drug-free environment so that teaching and learning are not disrupted and each student has the opportunity to succeed in school. Section 8537 of the Act requires each state to submit an assurance that it has procedures to transfer a student's disciplinary records, with respect to a suspension or expulsion, when the student enrolls in another public or private school.

### **VOLUNTEERS – BACKGROUND CHECKS (IICD)**

Individuals who volunteer to share their time, talents, knowledge, and efforts with students provide a valuable service to the District. However, it is the District's responsibility to ensure that student safety is the primary consideration as volunteers are approved.

All volunteers will be asked to complete the District's "Volunteer Information Form."

All individuals who volunteer to assist with school activities under the following circumstances must undergo screening through a nationwide database selected and used by the District:

1. Individuals who volunteer on a "regular" basis so that it is anticipated that they will volunteer for 36 or more hours during the school year (i.e., one hour per week or more); if these individuals will likely never be alone with students without a school district employee being present, principals may choose not to have a volunteer in this category have the criminal background check; or
2. Any individual whose volunteer work will allow the volunteer to be alone with a student or group of students for more than a few minutes without being in visual contact of a school employee; or
3. Any individual who will accompany students on an overnight trip; or
4. Any individual who volunteers as a coach for more than five days during a season or is likely to assist an activity sponsor for more than five days during a school year; or
5. Any individual who will accompany students on an activity, sports event, or field trip off school premises and will be alone with a student or small group of students without a school district employee being within visual contact of the volunteer for more than a few moments.

A principal may require any volunteer to be screened through the nationwide database used by the District whether or not the volunteer is subject to mandatory screening as outlined above.

A volunteer will only need to undergo the screening one time unless the principal requests that it occur more frequently.

The results of the screening will be submitted to the Superintendent of Schools and will remain confidential to the greatest extent possible; however, the District reserves the right to provide such information to other School District personnel or to law enforcement officials as is deemed necessary, consistent with legitimate educational interests, including but not limited to school safety requirements. The Superintendent will review the results of the background checks and determine the suitability of a volunteer. If necessary, the Superintendent will discuss the results with the principal in whose school the volunteer wishes to work, other School District personnel, or law enforcement officials as the Superintendent determines necessary, and may discuss the results with the volunteer. The screening results must be received prior to allowing a volunteer to participate in an overnight trip with students or on a field trip during which the volunteer will be alone with a student or a small group of students. An individual who is required to have a background check may volunteer on school premises for up to three days before the results of the background check are received by the District if the following conditions are met: (1) The volunteer completes the

“Volunteer Information Form” to self-report any prior criminal problems, and (2) the principal approves the volunteer being in the school, and (3) the volunteer will be monitored by a teacher, sponsor, or administrator.

To help volunteers and chaperones understand District expectations, a “Code of Conduct” will be developed and provided to all volunteers and chaperones.

For students who will be placed in businesses for work-study, job-shadowing, internship, etc. experiences without a school district employee being present while the student is at the work site, the agreement that is signed by the business or company where the student will work will have a clause that states that the employer verifies that no known sex offender or felon is employed by the business or company.

The District retains the right to reject or refuse the offer of any person to serve as a volunteer at any time for any reason or no reason at all.

### **WEAPONS POSSESSION (GCU)**

It is the intent of the Board of Trustees to prevent weapons from being brought onto school property and into school buildings. Weapons include objects, when used inappropriately by someone, could cause harm to any person on school property.

Possession/use of any dangerous or deadly weapon in any school building (including buildings/property where students are assigned off-campus), on school grounds, in any school vehicle, any other vehicle assigned by the administration to transport students and staff, or at any school-sanctioned activity, is prohibited.

Those who access and/or utilize the public schools shall not possess, handle, transmit, or conceal any object that could be used as a weapon or cause harm to another person.

Weapons shall be defined as any item/object that can be construed as a weapon, such as, but is not limited to guns of any type, facsimile weapons (toy weapons that resemble real weapons) Ninja stars, slingshots, bludgeons, knives, or any pocketknife.

If a pocketknife is inadvertently brought to school and voluntarily handed in at the school office, no disciplinary action will be taken.

An exception to this policy may be approved by the Superintendent, or designee, in consultation with the Board attorney. The Board will be notified of any exceptions.

### **CONSEQUENCES:**

The possession or use of any item construed as a weapon shall require disciplinary proceedings to begin which may include discipline, suspension and the possibility of expulsion, dismissal, or termination of the person involved. The following proceedings shall be immediately initiated by the principal or his/her designee:

- A. Notify parents. (Student infraction only.)
- B. Notify Superintendent (or designee). The Superintendent shall notify legal counsel.
- C. Notify police. (Police will be notified and an investigation will occur at police option, any aggrieved person may request an Investigation by police/county attorney.) Immediately initiate proceedings for discipline suspension, expulsion, dismissal, or termination of person(s) involved via applicable State statutes and district policies.

SEE ALSO POLICY JFCJ-STUDENT, GDU-CLASSIFIED, KN-PUBLIC

NOTICE: Pursuant to W.S. 21-3-132, the Board of Trustees of Fremont County School District No. 1 may authorize employees to carry firearms on or in property or facilities owned or leased by Fremont County School District No. 1, subject to the terms, conditions and limitations prescribed by state law and federal law, policy CKA and such other policies, rules and regulations adopted by the Board of Trustees.

## School-Parent Compact

Pathfinder High School - 2025-2026 School Year

**NOTE:** Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in Title I, Part A activities, services, and programs. That compact is part of the school's written parental involvement policy developed by the school and parents under section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

### SCHOOL-PARENT COMPACT

*Pathfinder High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's and school's high standards.*

*This school-parent compact is in effect during school year 2025-2026.*

#### REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

##### School Responsibilities

##### Pathfinder High School Will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

*Pathfinder High School has identified priority standards, written proficiency scales to define success on those standards, created the unit guides to allow appropriate pacing and integration of standards and have created the common formative assessments to assess student learning towards those standards. We have a Building Intervention Team (BIT) that monitors student progress and ensures that all students have what they need to be successful. Some of the tools that we employ for Tier 2 intervention are the CCRA & B Blocks where students are referred for either will or skill issues. We have also employed Title I Math and Reading Interventionist teachers to allow for Tier 3 intervention and have identified students who would best benefit from such intervention.*

2. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held three times annually at the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Semesters.

3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

*Progress reports are sent home at mid semester and final report cards are mailed home at the end of the semester. Parents are also able to monitor student progress in real time through our Parent Portal.*

**4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

*Before and after school and by appointment during their prep.*

**5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:

*Anytime as requested so long as it does not create an interruption to the education of others.*

#### Parent Responsibilities

**We, as parents, will support our children's learning in the following ways:**

- *Monitoring attendance.*
- *Making sure that all requirements are completed.*
- *Monitoring amount of electronic use by students.*
- *Being active in the education and activities of my student.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving to the extent possible, on parent groups.*

#### ***Student Responsibilities***

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Complete, to the best of my ability all things assigned by the teacher and ask for help when I need to.*
- *Have good attendance and be a productive and responsible student while in attendance. Ensure that when you are not in attendance you have taken care of your responsibilities for what you have missed.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

#### **Pathfinder High School will:**

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

(Source: Extract- Appendix E:USDE Non Regulatory Parental Involvement Guidance)

**Pathfinder High School**  
**Sophomore/Junior/Senior Lunch Privilege**

\*Sophomores/Juniors/Seniors will have the option to leave campus during lunch if they meet the following expectations:

Expectations in order to have Open Campus Lunch:

1. Arrive to school on time
2. ALL assignments completed for classes - May not be on the tutoring list
3. Passing all classes
4. Return on time from lunch
5. Eat lunch during lunch - you may not bring back food for class/classmates after lunch is over
6. Senior project finished by due date
7. Form must be signed by parent/guardian
8. Be on track for graduation

Consequences

1. If you return late from lunch, you will lose lunch privilege for the next day
2. If you are habitually late or bring back food to students in classes, you will lose privilege for a set amount of time to be determined by Mrs. Wall
3. If senior project is not completed by due date, you will loose open campus lunch until project is complete
4. Lunch Privilege will be suspended due to misbehavior in school or violation of handbook rules

\*Mrs. Wall reserves the right to cancel open lunch for any student at any time.

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

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

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

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

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Principal Signature

## **PATHFINDER HIGH SCHOOL 2025-2026**

863 Sweetwater, Lander WY 82520



### **CHROMEBOOK:**

Pathfinder High School issues a Chromebook computer for each student's use throughout their school years. This is a school-wide "one-to-one" initiative. We have seen increases in student engagement, and we have created a learning environment fostering critical thinking, collaboration, communication, and creativity. Students may still choose to bring their own device (BYOD), but PHS will provide a Chromebook to each student who chooses not to bring their own device.

There are expectations the PHS staff have regarding students and their devices. Parents need to also be aware of these guidelines and expectations for usage. More detailed information is available on our website at <http://bit.ly/PHS-One-toOne> (link points to our website). Damage and loss are the responsibility of the student and parent.

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

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

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

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

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

### **DRIVING/PARKING EXPECTATIONS:**

Driving at PHS is a privilege and requires students to be a responsible driver. Students will be held accountable for following expectations and guidelines. Choosing not to follow the expectations could lead to a loss of driving privileges on the PHS campus. PHS authorities may search any motor vehicle operated by a student when parked on school property whenever school authorities have a reasonable cause to suspect the motor vehicle may conceal/contain illegal/unauthorized objects/materials. School authorities may take possession of any illegal/unauthorized object/materials found within the vehicle and may turn over any of the items to law enforcement officials under proper circumstances.

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. Plate # \_\_\_\_\_

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

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

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

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

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

Office Use Only: PHS Tag # \_\_\_\_\_

**OPT-OUT MILITARY:**

Federal law requires high schools provide military recruiters access to directory information unless the parent/eligible high school student specifically DENIES THE ACCESS. Information released to recruiters includes, but is not limited to: name, address, phone, grades, activities, etc. If you wish to DENY this access, sign here:

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to change a previous DENIAL (indicating your signature is no longer in effect and student information may be released), you must notify the principal in writing.

**STUDENT HANDBOOK**

We have read and reviewed the Student Handbook and understand and agree to all of its contents. (Located on <https://www.landingschools.org/Pathfinder/>)

**NEW STUDENTS TO FCSD #1- ONLY**

**SCHOOL NURSE WYIR 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 (WyIR). No student record shall be accessed in the WyIR by a school nurse without parent/guardian agreement.

*By signing this form, I have reviewed the responsibilities and expectations outlined for Opt-Out Military and Student Handbook policies.*

Student name (print legibly): \_\_\_\_\_

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

Student signature: \_\_\_\_\_

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

Parent/Guardian signature: \_\_\_\_\_

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

**PLEASE RETURN THIS FORM TO PHS**