Midwest School will prepare students for the opportunities and demands of the 21st century.

2019-2020
Make Midwest School Your School of Choice In 2019 – 2020 Preschool – 12th Grade

✓ 4-Day School Week
✓ Focus Friday Learning Opportunities
✓ Credit Recovery Program
✓ Complete Pre-K – 12th Grade Opportunity
✓ Free Transportation for K – 12th Grade Students
✓ Breakfast and Lunch Prepared on Site
✓ Weekly Art, Music, and PE for Elementary
✓ Swimming Classes for K – Grade 12
  ✓ Small Class Sizes
✓ Large Classrooms with Computers
  ✓ Online Learning
✓ BOCES Opportunities
✓ After School Tutoring
✓ Pathways Innovation Center Opportunities
✓ Individual Learning Needs Met through Response to Intervention
  ✓ Project Based Learning opportunities
“Preparing Our Students For The Future”

Extra Curricular
- Yearbook
- Lego Robotics
- National Honor Society
- Student Council

Jr. High Sports 6 – 8
- Boys & Girls Basketball
- Football – Volleyball
- Boys & Girls Track

High School Sports 9 – 12
- Boys & Girls Basketball
- Football – Volleyball
- Boys & Girls Track
- Golf

**OUR VISION**
Midwest School will be a top performing school in the state.

**OUR MISSION**
Midwest School will prepare students for the opportunities and demands of the 21st century.
NONDISCRIMINATION POLICY

Natrona County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the Associate Superintendent of Human Resources, 970 N. Glenn Road, Casper, WY 82601, (307) 577-0226, or to the Wyoming Department of Education, Office for Civil Rights Coordinator, Second Floor, Hathaway Building, Cheyenne, WY 82002-0050, (307) 777-6198.

GRIEVANCE PROCEDURE

Students, parents of students and employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One – Principal or Immediate Supervisor (Informal and Optional – may be bypassed by the grievant).
- Employees with a grievance of discrimination on the basis of sex, race, national origin or disability concerning students activities may first discuss it with their Principal or Immediate Supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability concerning student activities may discuss it with the teacher, counselor or building administrator involved.

Level Two – If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint with the Associate Superintendent for Human Resources or designee. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal complaint at level two must be within twenty (20) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Associate Superintendent for Human Resources or designee who shall investigate the complaint and attempt to resolve it. A written report regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three – If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant received the report from the Associate Superintendent for Human Resources or designee. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

Level Four – Board of Trustees – If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the Chairman of the Board of Trustees within ten (10) working days after the grievant received the report from the Superintendent. The grievant may request a meeting with the Board of Trustees to discuss the appeal. A decision will be rendered by the Board of Trustees at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Trustees action.

This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination. For all other harassment or discriminatory complaints, follow board policies.
May 4, 2010

To: All Parents, Pupils, Patrons, and Staff; Natrona County School District #1

From: Sydney Webb, Employee Compensation and Occupational Health Manager

RE: Asbestos Management Plan

The Asbestos Management Emergency Response Act (referred to as AHERA), was enacted in 1986 by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

NCSD had all its facilities inspected in 1988 by an accredited asbestos inspector from Northern Engineering and Test Inc. of Casper. The inspector located, sampled, and rated the condition of all building materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to an accredited management planner. Under his direction, during past years a great deal of the asbestos in district buildings has been removed. What remains has been covered by a management plan, which will ensure protection from any hazard.

The management planner has developed a management plan for your school building, which is available for inspection in the school administrative office during regular office hours. This document outlines locations, procedures and plans for the safe removal, abatement and control of asbestos in your specific building. For further information, contact your school’s principal.

A surveillance inspection is completed every six months at each facility having asbestos containing materials. These facilities are also completely reinspected every three years by an accredited asbestos inspector. The required three-year reinspection will be completed in 2010. These measurements are all part of a program to monitor and assure a safe and healthy environment for all district building users.
The Federal *No Child Left Behind* law provides for each state to develop a definition of “highly qualified” for individuals currently working in a school district. The goal is to ensure that the learning opportunities of all children are delivered by teachers who are highly qualified in the core academic subjects.

Nationwide, approximately one-third (almost 5,000) of all school districts are considered rural school districts. The U.S. Department of Education officials understand that the highly qualified teacher provisions of the NCLB law don’t adequately accommodate the special challenges faced by teachers in small, rural districts. Often, the teachers in these areas are required to teach more than one academic subject. The most recent review of the highly qualified status of teachers in Wyoming revealed that 95.3% of classes in Wyoming’s schools are taught by highly qualified teachers. A teacher must demonstrate subject matter competency in each of the areas to which he/she is assigned in order to be a highly qualified teacher.

In Wyoming, the State Department of Education (WDE), working with the Professional Teaching Standards Board (PTSB), has instructed every local school district to develop and implement a plan to ensure that all teachers are highly qualified. An action plan with attainable timelines that includes the specifics of assisting teachers with becoming highly qualified and ensuring equitable teacher distribution is expected. The WDE is concentrating very hard to provide technical assistance to local districts in support of their efforts to meet the goal of 100% highly qualified teachers in all core academic classes by the end of the 2006 -2007 academic year.

**Which teachers meet the criteria for “Highly Qualified”?**

Whether or not a teacher is “highly qualified” as defined by the *No Child Left Behind* federal education law is not an easy question to answer. It depends on a variety of factors. In addition to the federal rules, each state has further clarified the meaning of several of these requirements. (See reverse side.)

**What does “Highly Qualified” mean?**

The federal definition of a “Highly Qualified” teacher is one who is: fully certified and or licensed by the state; holds at least a bachelor’s degree from a four-year institution; and demonstrates competence in each core academic subject area in which the teacher teaches.

**What are the requirements for teachers of Multiple subjects?**

Teachers must be “Highly Qualified” in each of their core subject teaching areas.

**Does the “Highly Qualified” status apply to all teachers?**

No. The “Highly Qualified” status applies to all teachers in *Title I and non-Title I Public schools who teach in core academic subject areas*. The federal regulations do not pertain to non-core academic subject area teachers such as those in most vocational (workforce development/career-technical education) programs or physical education.

**What are the core academic subjects areas?**

Those areas include: English, reading, language arts, mathematics, science, foreign languages, civics and government, social studies, economics, arts, history, geography, and kindergarten through Grade 6 (K-6).

**What parent notification must Title I schools make regarding “Highly Qualified” teachers?**

*NCLB* requires Title I schools to notify each parent in the school whose child is being taught for four or more weeks by a teacher who is not “Highly Qualified” regardless of whether or not the teacher is being paid with Title I funds.

All teachers and teaching assistants who work in Title One Schools are required to meet specified credentials that make them “highly qualified.” All teachers and teaching assistants at Midwest School have been deemed “highly qualified.” Parents will be notified if this 100% highly qualified status changes. Parents have the right to contact the NCSD Human Resources office to check these credentials. Copies of our Title One Action Plan/School Improvement Plan are available upon request.

Teachers can go to [www.nea.org/esea/qualification/teacher](http://www.nea.org/esea/qualification/teacher) and take the “highly qualified” quiz to see if they meet the requirements to be identified as a highly qualified teacher. Sources: Wyoming Department of Education [www.ptsb.state.wy.us/qualified](http://www.ptsb.state.wy.us/qualified); [www.ncpublicschools.org/nclb/faqs/highly](http://www.ncpublicschools.org/nclb/faqs/highly)
Strategies to Attract Highly-Qualified Teachers to High Needs Schools

The strategies used by Natrona County School District to attract high-quality highly qualified teachers to high-needs schools include, but are not limited to:

- Holding job fairs
- Attending job fairs
- Maintaining a competitive salary schedule based on market analysis data
- Providing additional professional development
- Providing additional pay to teachers for attending quality staff development

New Elementary Teachers

- Graduated with an elementary and/or early childhood degree AND
- Were recommended for licensure/certification by that institution AND
- Scored a passing score on Praxis II Elementary Curriculum, Instruction and Assessment (0011) or a comparable test from another state AND
- Hold a current Wyoming certificate AND
- Are appropriately assigned.

OR

- Teachers who meet Wyoming Certification requirements and have been designated Highly Qualified from another state.

New Elementary Special Education Teachers

- Graduated with a degree in special education AND
- Were recommended for licensure/certification by that institution AND
- Scored a passing score on the Praxis II Elementary Curriculum, Instruction and Assessment (0011) or a comparable test from another state AND
- Hold a current Wyoming certificate AND
- Are appropriately assigned

OR

- Teachers who meet Wyoming certification Requirements and have been designated Highly Qualified from another state.

(New to the profession are those teachers who began teaching in a licensed position on or after July 1, 2002. Not New to the profession are educators who began their teaching career before that date.)

In Wyoming, the Highly Qualified State Standard of Evaluation (HOUSSE) no longer exists with the following exceptions:

1. Teachers in rural schools (as defined by the US Department of Education) who teach multiple subjects.
2. Special Education teachers who teach multiple core academic subjects.

In both of these exceptions, the HOUSSE rubric may be applied IF those teachers were highly qualified in one core academic subject at the time of hire.
Title One District Parent Guidelines/Policy

The Natrona County School District empowers every learner to grow, excel, and be successful contributors to the local/global community (Board approved Mission Statement, 2010)

Within this context, what follows is district level written guidelines/policy for establishing the expectations for parent involvement of participating Title I children.

The intent is to encourage Title I schools to further involve parents of participating children in the education of their children through an organized structure that:

A. Involves parents in joint development and review of each building’s Title I and school improvement plans through school improvement plan meetings held at each site;
B. Coordinates and assists participating Title I schools by holding district parent advisory committee meetings at least one time per year for the purpose of sharing parent involvement activities and developing new activities for buildings implementation;
C. Provides each school with ideas and recommendations for building their capacity to:
   ✓ Assist parents in understanding the standards and assessments while monitoring their student’s progress and working with educators,
   ✓ Provide support in implementing effective parental involvement,
   ✓ Provide training on helping parents work with their children,
   ✓ Build ties between the school and parents, including education on reaching out to parents and the value of their involvement, and
   ✓ Communicate to parents the information about meetings and programs, effectively,
   ✓ Solid foundation is implemented in each Title I school in order to facilitate the above listed activities.
D. Coordinates and integrates Title I parent involvement strategies with those of Head Start, Even Start, preschool and other parent-student training programs;
E. Annually evaluates the parent policy during one of the district Title I parent advisory committee meetings and through the use of Solid Foundation survey data. The evaluation will include content and effectiveness of the policy, participation trends, and possible barriers to great participation. Methods will be developed to:
   ✓ Compare levels of parent participation,
   ✓ Determine whether the levels of participation of parent who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background are represented in adequate proportions,
   ✓ Identify barriers to greater participation,
   ✓ Assess effectiveness of parental participation activities, procedures, and policy in the improvement of schools,
   ✓ Report evaluation findings, and
   ✓ Use evaluation findings to revise policy
F. Requires buildings to plan specific parent involvement activities and spend a portion of their Title I allocation toward the support of these activities and distribute the district parent involvement funds as needed;
G. Develops school/parent compact for schools to use each year to define shared responsibility with parents for student achievement;
H. Completes the following items at each building’s annual meeting and/pr during individual conferences;
   ✓ Give timely information about their programs to parents
   ✓ Describe the curriculum, assessments, and proficiency levels required
   ✓ Provide opportunities during School Improvement Planning and/or other meetings for parents to provide suggestions and participate in decision-making
   ✓ Inform parents of their right to submit comments with the school’s plan, if the plan is not satisfactory to them, and
   ✓ Review the Parent/Student/Teacher Compacts which describe our shared responsibilities for obtaining high student academic achievement
   ✓ Include a description of parent involvement activities in their school improvement plans

In summation, at the building level there will be an organized plan for parent involvement; at the district level a Title I Parent Advisory Council will be continued; in addition, it is the district’s responsibility to provide coordination and other support to those involved with program implementation; it is understood when parents are meaningfully involved there are positive effects for the education of children.
Dear Parent or Guardian:

Title One Law requires school improvement plans to be offered in the language native to the reader. If you would like a copy of your child’s school improvement plan and need it translated into your native language, please call Norm Cox at (307) 253-5302.

Atención: si no puede leer esta forma en Ingles, por favor ponga una (X) en este lugar, _________ y regrésela a la secretaria de la escuela, Gracias.

Attention: si vous ne pouvez pas lire ce formulaire en anglais, veuillez mettre un (X) à cet endroit, _________ et le renvoyer au secrétaire de l'école, merci.

E mālama: inā‘a‘ole hiki iā‘oe ke heluhelu i kēia palapala ma ka‘ōlelo Pelekane, e hoʻokomo i hoʻokahi (X) ma kēia wahi, _________ a hoʻihoʻi i ke kākau kula, Mahalo.

注意：如果您不能用英語閱讀此表格，請在此處放置一個（X），_________並將其寄回學校秘書，謝謝。

Chú ý: nếu bạn không thể đọc được mẫu này bằng tiếng Anh, vui lòng đặt một (X) ở nơi này, _________ và gửi lại cho thư ký trường. Cảm ơn bạn.
# RIGHTS AND RESPONSIBILITIES

## IT IS THE PARENT’S/GUARDIAN’S

<table>
<thead>
<tr>
<th>RIGHT TO:</th>
<th>RESPONSIBILITY TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Expect children to be attentive and productive in school;</td>
<td>● Promote learning readiness by assuring children adequate food, proper clothing, shelter, and supervision;</td>
</tr>
<tr>
<td>● Have children attend school from age six to 21, until graduated, or until they are legally discontinued;</td>
<td>● Promote and ensure regular attendance of children;</td>
</tr>
<tr>
<td>● Have district representatives recognize that their primary objective is the educational development of all children to their maximum potential;</td>
<td>● Fully support district efforts in providing for a sound and successful educational program;</td>
</tr>
<tr>
<td>● Have the district establish, publish and make available for review its policies, procedures, codes and regulations;</td>
<td>● Become personally acquainted with those directly responsible for educating children and attend parent/teacher conferences;</td>
</tr>
<tr>
<td>● Inquire into the facilities, environment, curriculum, and qualifications or persons entrusted with the education of their children to the extent permitted by law;</td>
<td>● Seek changes in areas in which there is dissatisfaction and work positively through existing channels in a responsible manner;</td>
</tr>
<tr>
<td>● Offer constructive suggestions and/or criticism concerning existing and/or anticipated district policies, procedures, codes and regulations;</td>
<td>● Respond in a positive and helpful manner when advised of children’s progress and/or learning difficulties;</td>
</tr>
<tr>
<td>● Be advised of and to discuss fully children’s progress and/or learning difficulties;</td>
<td>● Promote respect for district/school personnel and their positions of authority by responding in a positive and helpful manner when advised of disciplinary difficulties encountered by children;</td>
</tr>
<tr>
<td>● Be advised of and to discuss fully disciplinary difficulties encountered by children and to have discipline fairly and consistently enforced in accordance with district/school policies and procedures;</td>
<td>● Actively support and participate in processes that provide a safe and secure educational environment;</td>
</tr>
<tr>
<td>● Expect that children be provided with non-consumable and non-personal education materials and facilities needed to complete the prescribed course of study;</td>
<td>● Support and adhere to all district procedures pertaining to any and all student records in accordance with state/federal laws;</td>
</tr>
<tr>
<td>● Expect school to be a safe place;</td>
<td>● Respect the rights of school personnel who are involved in the educational process to ensure a positive learning climate.</td>
</tr>
</tbody>
</table>
# RIGHTS AND RESPONSIBILITIES

## IT IS THE STUDENT’S

<table>
<thead>
<tr>
<th>RIGHT TO:</th>
<th>RESPONSIBILITY TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn in a positive atmosphere free from threats, intimidations, harassments, or prejudices;</td>
<td>Support an atmosphere free from threats, intimidation, harassment, and prejudices;</td>
</tr>
<tr>
<td>Have an opportunity to be provided an education consistent with student’s ability and/or potential;</td>
<td>Continually strive to advance to the highest degree possible by attending all classes and meeting all academic requirements and standards;</td>
</tr>
<tr>
<td>Be recognized as a unique individual and be an active participant in his/her own well-being;</td>
<td>Support wellness aimed at improving the general welfare of the student, family unit, staff, and community;</td>
</tr>
<tr>
<td>Receive a free public education from age six until graduation or age 21, whichever occurs first;</td>
<td>Be on time and attend all classes daily, from six years of age or at least until age 16 or completion of the tenth grade, whichever occurs first;</td>
</tr>
<tr>
<td>Produce in an educational environment that is conducive to learning and free of prejudice;</td>
<td>Respect the rights of all district personnel and other students who are involved in the educational process to ensure a positive learning climate;</td>
</tr>
<tr>
<td>Provide input in making decisions affecting school life and activities;</td>
<td>Utilize appropriate channels for expressing ideas and/or opinions;</td>
</tr>
<tr>
<td>Be informed of learning or behavioral difficulties and be involved in the development of an improvement plan;</td>
<td>Make a conscientious effort to follow an improvement plan;</td>
</tr>
<tr>
<td>Be provided with a review of charges relating to possible disciplinary action;</td>
<td>Be aware of all rules and regulations for student behavior and consequences for misbehavior, and conduct himself/herself in accordance with standards for behavior;</td>
</tr>
<tr>
<td>Expect anonymity to the extent legally possible when circumstances require giving information in discipline cases involving others;</td>
<td>Volunteer information regarding serious disciplinary cases and cooperate with school staff;</td>
</tr>
<tr>
<td>Be provided with certain fundamental educational materials and facilities needed to complete prescribed course of study;</td>
<td>Provide reasonable care for said educational materials and facilities;</td>
</tr>
<tr>
<td>Expect school to be a safe place.</td>
<td>Assist school staff in maintaining a safe school.</td>
</tr>
</tbody>
</table>
Valedictorian/Salutatorian Criteria

1. The Valedictorian is the student with the highest academic grade point average in the graduating class calculated from all classes taken.

   *Grade point average shall be determined by the cumulative GPA earned during the eight (8) semesters of a student’s high school career.*

2. The Salutatorian is the student with the 2nd highest academic grade point average calculated from all classes taken.

   *Grade point average shall be determined by the cumulative GPA earned during the eight (8) semesters of a student’s high school career.*

   All NCSD graduation requirements must be met and all grade transcripts accepted and verified by the principal, registrar, and counselor.

3. Additional Criteria:
   - Must attend Midwest HS for a minimum of 6 semesters (3 years).
   - Must maintain a full course schedule (8 credits/year) all 8 semesters. Special considerations may be given under certain circumstances. A meeting at the beginning of the school year must take place and include the principal/assistant principal, student, and parent.

4. The Student(s) must be the best representative of the graduating class.
   - The level of rigor within a student's academic program of studies. (Toughness of classes)
   - The level of participation in and dedication to extracurricular activities.
   - The statistical difference may have no truly academic cause. Furthermore, a student should NEVER be motivated to drop/omit a class in order to obtain some type of mathematical advantage.

5. The Valedictorian/Salutatorian must be enrolled in 12th grade at Midwest and graduate with their cohort class.

6. A student who has a major disciplinary action taken against him or her as outlined by NCSD policy during his/her HS career may be disqualified from Valedictorian/Salutatorian status.

7. Early Graduation:
   - Students may request early graduation if they have met the necessary NCSD graduation requirements. Each request must be in writing and shall be reviewed in a conference with the principal, counselor, at least one of the student's parents, and the student. Final approval for all such requests shall be made by the principal.

8. In the case of a TIE:
   - In the case of a tie, a vote by the Valedictorian/Salutatorian Committee will determine the Valedictorian. The Valedictorian/Salutatorian Committee will be comprised of the principal, assistant principal, counselor, and a teacher familiar with students’ work. If a consensus cannot be reached at this time then "Co-Valedictorians" will be chosen in lieu of conferring the title on a single individual from among the graduating class and the Salutatorian will be the 3rd highest academic grade point average in the graduating class.

**Early graduates will not be eligible for senior awards and/or the Valedictorian/Salutatorian.**
Immunization Requirements for Preschool

To all Parents:

Immunization requirements are not the same for preschool children as they are for K-12 students. Your child is required to present an immunization record that shows **age appropriate** vaccines. This means that all children enrolled in our preschool program must have the immunizations that are recommended at specific ages by the Centers for Disease Control and are also supported by local health care providers as well as the Natrona County Health Department.

All preschool age children should be in the process of receiving their vaccines. Students should have proof of the following immunizations.

- 3 Hepatitis B
- 3 DTaP
- 2 Polio
- 1 MMR
- 1 Varicella

Students who are behind in receiving required immunizations or are missing immunizations may still enroll in preschool, but proof of immunization will be required that shows that your child is in the process of completing an immunization series before they have been in school for 30 calendar days. **If vaccines are not received at scheduled times, your child will be excluded from preschool.**

Please refer to the chart included in this packet that shows a recommended schedule for immunizations for children from birth through six years of age or visit the following link: [CDC Recommended Immunization Schedule](https://www.cdc.gov/vaccines/schedules/hcp/child-middle.html). Please call the school if you have any questions about your child’s immunization record or if we can assist you in any way.

![](RecommendedChildAndAdolescentImmunizationScheduleforages18yearsoryounger.png)

We look forward to your child joining our preschool program!
ATTENDANCE

The Board recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

Adopted: June 27, 1988
Revised: August 28, 1989
Revised: June 1, 2000
Readopted: October 23, 2000
Revised: April 23, 2007
Revised: June 13, 2016

Date:

Dear Parent/Guardian:

Please see the attached attendance report regarding the number of absences your student has accrued.

According to state law W.S. 21-4-102 the parents of a student “who has not yet attained their sixteenth birthday or completed tenth grade shall be required to send such child to, and such child will be required to attend, a public or private school each year…” Natrona County School District #1 recently adopted board policy 5120 for attendance.

At the high school level, five (5) parent-excused absences will be allowed per year in any one class. After five (5) unexcused absences, parents and students will meet with administration to determine interventions. If conditions of the intervention are not met and an additional three (3) unexcused absences are accrued, this could result in loss of credit at the high school level.

At the elementary and middle school level, five (5) parent-excused absences will be allowed per semester. Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in one-half (1/2) day absence.

After five (5) unexcused absences, parents and students will meet with administration to determine interventions. If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.

We are concerned about the success of each student and know excessive absences can affect classroom performance and future graduation. Please encourage your student to attend school every day. If there is any way we can help improve his attendance or if you have any questions please do not hesitate to contact me.

Sincerely,

Mrs. Tobin
Midwest Principal

Mr. Brainard
Midwest Assistant Principal

<table>
<thead>
<tr>
<th>Absences as of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexcused/Unverified Absences</td>
</tr>
<tr>
<td>Excused/Verified Absences</td>
</tr>
<tr>
<td>Tardies</td>
</tr>
</tbody>
</table>

Midwest School
PO Box 388
256 Lewis
Midwest, WY 82641
Phone: 307-353-3500 or 307-437-6545 Fax: 307-253-3120

Chris Tobin, Principal
Mike Brainard, Assistant Principal
Secondary and Elementary Attendance Policy

The NCSD Board of Trustees recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student’s on-time graduation.

2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.

3. The Board, therefore, sets the following limits on student absences for NCSD#1:

   a) **At the high school level, five (5) parent-excused absences will be allowed in any one class.**

   Examples – vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional.

   (In situations with extenuating circumstances, parents may petition the Principal for additional parent-excused absences.)

   b) After five (5) unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal or his/her designee (Per WY Statute 21-4-101, a student is considered habitually truant after five (5) unexcused absences).

   If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued, this will result in loss of credit at the high school level. Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.

   c) **At the elementary and middle school level, five parent-excused absences will be allowed per semester** (same examples in 3a above). Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (½) day absence.

   **After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.**

   If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.

   School-related absences will not count against the student, nor will medical absences that are excused by a healthcare professional.

   d) A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

Definitions:

- **Attendance** – being on time to class, and being in class the entire time.

- **School-related absences** – any absence as a result of athletics, activities, field trips or other academically-related functions.

- **Parent-excused absences** – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. Limited to five absences in any one class.

Parents may also excuse their students for organized sports and activities not offered by the District, provided the student's grades satisfy the same criteria for eligibility as a school-sanctioned activity. This would not count against the five parent-discretionary absences.

- **Unexcused absences** – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)

Midwest School  
Parent/Student Handbook  
Revised July 2017

In an effort to be clear and concise, the following sections address high profile attention areas. This review will expand upon the Natrona County School District Student Discipline and Conduct Handbook, which addresses Natrona County School District Number One’s policies.

**Safety:** All doors except the front entrance will be locked. All visitors, including district personnel will need to check in at the office. Students and staff will not be allowed to open any door of the building. EVERYONE must use the main entrance.

**Electronic Devices:** A time and place for proper use of these items are as follows: **Before/After school, passing periods, and at lunch.** Teachers will determine the appropriateness of electronic devices in the classroom.

Elementary students may have access to their electronic devices before school and after school. Natrona County School District will not be responsible for broken or stolen electronic devices.

No cell phones/cameras/iPods or similar devices are allowed in the locker rooms. Midwest School will do everything possible to protect your child’s privacy; however, your student will be held legally responsible if they violate the rights of others.

**Consequences for inappropriate use of electronic devices:**
- **1st Offense** - Written referral/discussion - Office will hold the device until the end of the day.
- **2nd Offense** - Written referral/detention - Office will hold the device until the end of the day. Parent/Guardian will be notified by office personnel.
- **3rd Offense** - Written referral/detention - Device held by principal until parent physically picks it up.
- **4th Offense** - Written referral/detention - Device will need to be checked in at the office at the beginning of the day. Student may check messages during lunch in the office, but will not have access to the device during school hours. Refusal to check device in to the office will result in further consequences, including but not limited to, suspension.
  - **Locker Room** – Any picture/video violation will fall under sexual harassment for disciplinary action.
The Natrona County School District Board of Trustees believes that schools are, first and foremost, learning institutions. Cell phones, and other technology, can be a valuable tool or they can be a distraction and disruption to the educational process.

The use of cell phones, or other technology, is permitted in class when authorized by staff, or during lunch and passing periods.

All other use of cell phones by students and staff is at the discretion of the principal. Unauthorized use by students may result in confiscation. Devices will be stored in the school office until the end of the day.

Parents who need to speak with their child(ren) may contact the school office to request assistance.

Students and staff are responsible for the security of their own cell phones and technology. The District is not responsible for loss or theft of personal devices brought to school.

Last Modified by Michelle Wallace Frank on June 9, 2015
Appearance and Dress: Primary responsibility for inappropriate dress and appearance rests with students and his/her parents. Students shall not wear clothing that in the judgment of the appropriate school personnel (teachers, staff, administrators) constitutes a health or safety hazard, is destructive to school property or is distractive or disruptive to the educational process. Students’ dress that is obscene, immodest, indecent or lewd shall not be tolerated. In the interest of maintaining a positive learning environment, the following regulation of student dress shall be in effect:

A. Logos: Printed statements, or pictures upon student attire that are distractive, immoral, sexually suggestive, disruptive, obscene, encourage defiance or disrespect of authority, or advertise drugs are prohibited. Attire advertising alcohol or tobacco products are prohibited.

B. Hats: Hats or head covering of any kind, except as classroom safety gear, shall not be worn inside the school building during school hours.

C. 3 B’s: No boobs, no butts, no bellies. Clothing such as tube tops, spaghetti straps, racerback tank tops, see-through garments, undergarment tee-shirts, clothing allowing a bare midriff, clothing allowing bra straps to be seen, revealing low-cut tops, short shorts, leggings/jeggings, yoga pants, tights, and clothing which exposes underwear shall not be worn. Such clothing can constitute sexual harassment and are not proper for school. Shorts and/or skirts must be of an appropriate length. Determining appropriateness will be your student’s hands at their sides; skirt/shorts must be at fingertips or longer. Leggings/jeggings, yoga pants, tights must be worn with a shirt, blouse, or tunic that is long enough to cover one’s behind.

D. Accessories: Any accessory that could be considered a weapon, such as spiked jewelry, spiked rings or lengthy chains of any size including chains that are attached to wallets are not allowed.

E. Enforcement: Students whose clothing is in violation of the Dress Code will be sent to the office where their parent/guardian will be contacted and requested to bring suitable clothing. Students may be detained in the office if they are in violation of the Dress Code. Students who continually violate this code may be subject to disciplinary procedures for defiance.
The Natrona County School District Board of Trustees believes the way you look and speak affects your behavior and academic performance. The intent is to create a culture in schools where the focus is learning.

**Dress**

*Students:* Students will be referred to an administrator to secure acceptable clothing should their dress not comply. Parents or guardians will be contacted.

*Staff:* As role models, all staff shall dress in a manner that clearly distinguishes them as professionals, is appropriate for their particular job assignments, and their daily responsibilities. T Shirts and jeans are not considered professional dress, unless designated by their administrator. Casual attire may be worn when school is not in session, on casual Fridays, and "spirit days".

**Language**

The use of profanity, vulgarity, put downs, or name calling is inappropriate.

Last Modified by Michelle Wallace Frank on June 9, 2015

Approved 6/9/2015
## Natrona County School District Dress Code Guidelines

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any shirt or blouse should cover the back, top of shoulders, and stomach.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
<tr>
<td>Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
<tr>
<td>Shorts and skirts must be no shorter than mid-thigh.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
<tr>
<td>All pants, shorts, skirts, and shorts must be worn no lower than the hips, no sagging or undergarments showing.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
<tr>
<td>Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
<tr>
<td>Appropriate shoes must be worn at all times. Slippers are not allowed.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
<tr>
<td>No sleepwear is allowed.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
<tr>
<td>Clothing or personal items that are racist, sexist, promote drugs/alcohol/tobacco, or vulgar in interpretation are not allowed.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
<tr>
<td>Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind.</td>
<td><img src="red_smiley" alt="Yes" /></td>
<td><img src="red_face" alt="No" /></td>
</tr>
</tbody>
</table>

Approved 6/8/2015
**Commons Areas:** Doors open at 7:30 a.m. All 6th through 12th grade students will need to be in a common area either in front of the office, in the hallway by the library, or on the blacktop/playground area until the bell rings at 7:55 a.m. Locker Rooms will be accessible at 7:55 a.m.

**Open and Closed Campus:** Students in 9th - 12th grades will be allowed off campus before school and at lunch. The parking lot is closed; no students should loiter in cars or on the pavement/sidewalks. Students are expected to arrive back to school on time and not be tardy. After lunch is over, it is a closed campus for the remainder of the day. Truancies will be issued if students are off campus without valid permission during class time.

Students in 6th - 8th grades will be given the opportunity to leave campus during lunch with parent permission. Students are not allowed to visit or hang-out at local student’s houses. This is a privilege and is at administrative discretion.

**Food Services**

**Cafeteria Policy**

3441 Admin Regs

Last Reviewed March 14, 2016

Natrona County School District #1 wants to ensure that no student goes hungry. This document outlines the meal charging regulations for NCSD#1 students. For the purpose of this document, “parent” means a parent, guardian, caregiver, etc.

Free and Reduced Meal Applications will be mailed to each family’s household before the start of school. Applications will be available at each school throughout the year. Applications will also be available online during the year at, [www.natronaschools.org](http://www.natronaschools.org). Once an application has been approved, the student will be eligible for free or reduced meals. Parents will be held liable for any charges incurred until the application is approved.

**Cafeteria Policy:** The charge limit for all students is $10.00. Parents of elementary students will be notified of negative account balances once per week. Parents of secondary students will be notified of negative account balances of $10.00 and above, once per month. Students will be provided an alternate meal when the charge limit of $10.00 is exceeded. Accounts will be charged the current cost of an alternative meal. Students will continue to receive the alternative meal until the negative account balance is settled. There are no provisions to allow charging for any à la carte items. Staff members are not allowed to charge meals.

After the negative account balance exceeds $10.00, the principal or designee will contact the parent to settle the negative account balance. Principals or designee may also offer parents the option of settling balances using the online payment system, [www.myschoolbucks.com](http://www.myschoolbucks.com). The principal may inquire as to whether the parent wants to receive a Free and Reduced Meal Application (anyone needing financial assistance, even for a temporary period, may fill out an application for free and reduced meals at any time). Upon investigation and documentation, the principal may be able to complete a Meal Application to a needy student whose parents are unresponsive. Principals cannot submit an application for a family that has a previously denied application during that school year.

If the principal or designee is unable to settle negative account balances, the Director of Food Services will be notified. All efforts will be made in conjunction with the Business Services Department to collect the debt owed. Uncollected debt may be submitted to a collection agency.

Negative balances will carry forward from year to year. Therefore, it will be possible for a student to begin the school year being served alternate meals.
**Emergency Drills:** Once each month a building Crisis Management/Emergency Drill is held in order for the entire school to be ready and prepared in case of a fire or other emergency. All drills are to be taken seriously and students will continue to demonstrate safe practices while exiting and re-entering the building. Students are to remain with their teachers during Emergency Drills and attendance must be taken. Each teacher has a copy of expectations for all Emergency Drills. Teachers/Teams are to instruct students regarding Emergency Drill expectations and procedures.

Students and Staff will be trained on evacuations, ALICE, and Lockouts. If you would like more information on our procedures, please contact the Midwest Office.

**Checking Out of the Building:** Any student leaving the building during the school day must sign out at the office. Parental permission by telephone or written note is required prior to leaving the school during the day if the student is under 18. Elementary students are to check with the main office before leaving the school during the day. Parents are expected to contact the office (437-6545 or 253-3500) when students are leaving for all or part of the day.
**Transportation:** Changes in transportation for the day will need to be called in before 3:30 pm. Parent/Guardian notes are preferable. All changes in transportation schedules, parent to student, will need a written bus pass from the office. We strive to do our best, if a phone call is placed after 3:30 pm we will not be held responsible if your student(s) does not receive the message. Please plan accordingly.

Transportation is a privilege not a right. All students are expected to follow safety rules on the bus. Proper student control on busses is essential to the safety and well-being of all bus riders. Unruly students cannot be tolerated and shall be dealt with in a manner that places some responsibility on the student, parents, as well as the school. The following procedure shall be adhered to in regard to student misconduct on the bus.

1st misconduct citation – student will be sent home with write-up that will require a parent/guardian signature.
2nd misconduct citation – student will not be transported by NCSD until a conference with the parent/guardian and the principal has been conducted.
3rd misconduct citation – student will not be transported by NCSD for 10 consecutive school days.
4th misconduct citation – student will be suspended from all riding privileges for the remainder of the school year.

**Personal Property:** Some personal property items are not beneficial at school and may be dangerous or disruptive. Personal laptops, skateboards, roller-skates, or other nuisance items are not allowed at school. Any personal property item brought to school is the responsibility of the student. Personal property could be stolen, broken, or lost. Please don’t bring large sums of money, as it is not needed for school.

**Visitors:** All visitors are required to check in with the office and wear a visitor badge. Due to legal liability and to ensure the safety of the classroom environment, students may not bring student guests to school.

**Motorized Vehicles:** Student driven vehicles are allowed as long as the students follow the law and safety precautions while on school grounds.

**Borders and Outer Limits of School Grounds:** Students will be held responsible for staying on the Midwest School campus and in the designated areas allowed. Due to safety concerns and limited staff supervision, loitering in the parking lot, around the pool area and shop areas are prohibited at any time. Students have assigned commons and playground areas with adequate supervision.

**Discipline:** The administration will continue to follow District policy and use progressive discipline in dealing with student infractions and behavior. Continued student infractions will lead to progressive levels of consequences. Parents will be informed by phone and/or by a written referral when students earn an office referral. Disciplinary consequences will depend on the severity of the infraction, if the student has multiple offenses, consideration of safety issues, and student attitude. A variety of consequences may include lunch detention, in school suspension (ISS), or Safe School Suspension Lab (SSSL) in Casper. An In-School Solutions Room (Refocus Room) will be used to refocus and reinforce positive behaviors and social skills with students. The key to maintaining a positive learning environment is good communication between the school and parents.

**Extreme Discipline Guidelines:** The Natrona County School District’s primary priority is student and staff safety. Students are held accountable for acts related to a school activity or attendance that occurs on or at all school district-operated or controlled buildings, playgrounds, vehicles, or any other property owned or controlled by the school district and at all activities conducted, sponsored, or participated in by students of Natrona County School District. We are committed to working together with students, parents/guardians, local law enforcement and our community to ensure a safe and healthy learning environments for all students, staff, and district visitors.
Student Attendance: Midwest School will be in session 4 days a week from 8:00 am to 4:00 pm. Students are expected to be in attendance every school day. Please refer to the District Policy regarding attendance.

Focus Fridays: Focus Fridays will be offered 1 Friday each month and are intended to provide support or enrichment opportunities for students. Students with D’s or F’s will be expected to attend. If help is needed in a class, students may also attend. Focus Fridays may also be used as a make-up attendance day per principal or designee approval. Parents will be notified by the assigning teacher by Thursday at noon of the assigned Focus Friday.

Midwest School will deter student tardiness and truancies in the following manner:

Tardies - Tardies are defined as “student(s) not in the classroom before the tardy bell rings without prior permission”. The tardy policy is on a semester time frame. Tardies are based on total accumulation (not per class).

- Three (3) tardies equal one lunch detention
- Five (5) tardies (two added to the three above) equal two (2) lunch detentions.
- Seven (7) tardies (two added to the five above) equal four (4) lunch detentions.
- After (3) three times of earning detentions the student will be considered a multiple offender and the principal or designee will schedule an intervention with student and parent/guardian.

Truant to Class:

- The first truancy will earn one (1) lunch detention.
- On the second truancy the student will four (4) lunch detentions and the principal or designee will schedule an intervention with student and parent/guardian.

Make-Up Work: This is the responsibility of the student. Upon their return to school, students will need to contact their teachers and make arrangements for turning in their work.

- A student will be allowed two days (48 hrs.) to make up their work for each day they had an excused absence.
- If an assignment was made prior to an absence, the assignment is due on the day of return or at the discretion of the teacher.
- One week will be granted to make up the incomplete work on a report card. After that time period, a grade of “F” will be recorded on the report card.

For a prearranged absence:

- Student will need to obtain a prearranged form from the office.
Student will need to take that form to their classroom teacher(s).
Student will complete the work listed on the form and hand it in upon return.
In the case of athletic, music and other school related activities, the student must ask for the make-up work prior to the absence and then catch-up with the class on the day of their return.

**Loitering on School Premises:**
- If a student is enrolled at Midwest School they need to be in class when the bell rings. When a student does **not** have a registered class they cannot be on the premises during that period.
- An eighteen year old who checks themselves out will not be allowed to return to school during that period. They are required to leave the premises. Office personnel will determine any exceptions.
- All students must have a hall pass/teacher note when moving throughout the building except during passing periods and lunch.

**Harassment and Discrimination:** Treating a fellow student with respect and dignity is expected here at Midwest School. It is prohibited to tease, taunt, bully, insult, call derogatory ethnic names, dishonor, or in any other manner abuse verbally, physically, or in writing. This includes negatively imitating physical mannerisms of any person. Students will be trained in this area every year. See district policy.

Please review the following Board Regulations regarding student bullying.
Student Bullying Policy Procedures

Purpose and Policy. Natrona County School District No. 1 (NCSD) is committed to providing a secure student learning environment free of threat, hazing, harassment, intimidation, menacing, cyber bullying, "sexting" and other bullying behavior, including harassment of a person with a mental, physical, developmental, or sensory disability. Pursuant to the policy and administrative regulations herein, created with the assistance of parents and guardians, school employees, volunteers, students, administrators and community representatives, no person may engage in threats, hazing, harassment, intimidation, menacing, cyberbullying, "sexting" or bullying behavior against an NCSD student or students participating in functions sponsored by the District ("student participants"). Further, NCSD prohibits reprisal or retaliation against a student, witness or person who reports information about or cooperates in the investigation of an act of threatening, hazing, harassment, intimidation, menacing, cyberbullying, "sexting" or bullying. See W.S. § 21-4-313, 314 (2009). All such behavior by students, staff or third parties against any NCSD student or student participant is strictly prohibited and will not be tolerated by NCSD.

Wyoming statute W.S. 21-4-312 defines harassment, intimidation, and bullying as: "Harassment, intimidation, bullying" meaning any intentional gesture, any intentional electronic communication or any intentional written, verbal, or physical act initiated, occurring, or received at school that a reasonable person under the circumstances should know will have the effect of:

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

“School” includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Additionally, Natrona County School District defines bullying as repeated acts of aggression, intimidation, or coercion at school against a victim(s) who is at a disadvantage in physical size, psychological/social power or other factors that result in notable power differential.

1. Consequences and appropriate remedial actions for persons committing acts.
   a. Consequences for substantiated incidents of harassment, intimidation, or bullying are outlined in the district guidelines (see attached guidelines).
   b. Students in violation of this policy, along with the appropriate consequences, will also be reeducated in the contents of this policy. Reeducation topics should include but are not limited to:
      i. A clear age-appropriate definition of harassment, intimidation, and bullying.
ii. A reminder that harassment, intimidation, and bullying are prohibited by law and NCSD Board Policy.

iii. Victims of harassment, intimidation, or bullying have the right to file a civil lawsuit if the behavior continues.

iv. Retaliation of any kind is prohibited.

v. The respondent is required to respect the confidentiality of the complainant.

vi. Discussion of how the respondent plans to avoid contact with the complainant.

1. In situation when a case number has been requested, a re-entry meeting will be conducted with the student, parent or guardian, and principal or designee.

2. Students that have committed egregious or ongoing acts of harassment, intimidation, or bullying, will be considered to be moved up the behavior tiered level system.

2. Procedures for reporting and documenting acts of harassment, intimidation, or bullying, including a provision for reporting anonymously:

   a. In order to effectively address and investigate student bullying and to take prompt corrective measures, any student, employee, parent, or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of hazing, harassment, discrimination, blackmail, intimidation, bullying, menacing, or retaliation or reprisal (hereafter "bullying" or "retaliatory behavior") in violation of this policy shall report immediately or as soon as possible his/her concerns to one of the following:

      i. The building principal or designee
      ii. A staff member who will be responsible for notifying the building principal or designee within one (1) school day,
      iii. A counselor, who is responsible for notifying the building principal or designee, within one (1) school day,
      iv. The superintendent of schools or designee
      v. The Safe2Tell anonymous reporting link.
      vi. As a backup to the Safe2Tell anonymous link, the principal or designee will create an anonymous age appropriate inter school system for students to report incidents of bullying.

   b. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with supervisor. A district employee may be deemed to have permitted unlawful discrimination or harassment if failure to report an observed incident, whether or not the complainant complains.

   c. Students and parents are encouraged to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the student is the recipient of bullying, they are encouraged to contact the superintendent or designee for assistance.

   d. Anonymous reports will be investigated and addressed consistent with the investigation process under this policy. Formal disciplinary action shall not be taken solely on the basis of an anonymous report unless the claim has been investigated and corroborating evidence indicates a policy violation.

   e. All substantiated incidents of harassment, intimidation, or bullying will be documented in the district’s student information data system (i.e. Infinite Campus)

3. Procedure for maintaining confidentiality:

   a. It is district policy to respect the privacy of all parties and witnesses to bullying. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual’s desire for confidentiality must be balanced with the district’s legal obligation to provide due process to the accused, to conduct a prompt and thorough investigation, and/or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

   b. If a complainant requests that their name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

      i. The request may limit the district’s ability to respond to his/her complaint;
      ii. District policy and federal law prohibit retaliation against complainants and witnesses;
      iii. District will attempt to prevent any retaliation; and
      iv. District will take strong responsive action if retaliation occurs.

   c. If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the bullying and preventing the bullying of other students.

4. Procedure for reporting and documenting acts of reprisal or retaliation against a person for making a complaint:

   a. The complainant(s) shall report immediately if the objectionable behavior occurs again or if the alleged respondent(s) retaliates against him/her.

   b. Any student that acts to retaliate against someone who has made an accusation of harassment, intimidation, or bullying, or a witness to the original accusation, is in violation of this policy.

   c. Acts of retaliation are reported and investigated in the same manner as any other form of harassment, intimidation, or bullying.

   d. All complaints of bullying and or retaliation will be documented on the appropriate district form(s). A copy of these form(s) will be kept on file at the building and a copy forwarded to the Director of Student Support...
5. Procedure for prompt investigation of reports or complaints of violation of the policy:
   a. The building principal, and/or designee, will promptly (within one school day) and equitably begin to investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner.
   b. Disclosure may be necessary to complete a thorough investigation.
   c. Building principals, and/or designee, will take immediate action to conduct a review and inquiry upon receipt of a bullying complaint. In the case of severe or criminal conduct, the principal and/or designee will contact the Associate Superintendent or Designee, and if necessary, law enforcement to resolve complaints and end the bullying, prevent future incidents, ensure the safety of the target and obtain a prompt and equitable resolution to a complaint. Concurrent interviewing processes can occur between law enforcement and school officials, however, the school investigation must remain independent of law enforcement investigation and findings.
      i. Principal and/or designee shall conduct separate interviews of the complainant(s), alleged respondent(s), and witnesses, if any, and documenting conversations in writing.
      ii. Collect, review, and read any other associated evidence. (e.g. school video, written notes, etc.)
      iii. Contact parents/guardians of complainant(s) and respondent(s) and notify them that an accusation has been made and an investigation has begun.
         1. Parent(s) of complainant(s) and respondent(s) should be notified within one (1) school day of allegations that are serious or involve repeated conduct. When appropriate, informal methods may be used to resolve the complaint, including but not limited to:
            a. Discussion with the accused, informing him/her of the district’s policies and indicating that the behavior must stop.
            b. Suggesting counseling, skill building activities, and/or sensitivity training.
            c. Separating the parties which may include an alternate setting.
   d. Communicate the findings:
      i. Contact parent(s) of the complainant(s) and respondent(s) and communicate the findings.
      ii. Administer appropriate consequences according to district guidelines.
         1. Re-educate respondent on NCSD Bullying Policy.
         2. Continue to make periodic contact with the complainant(s) to assure no retaliation is occurring.
      iii. An accurate accounting of all substantiated incidents, being necessary for monitoring and evaluation of the district’s policy and interventions, all substantiated complaints will be documented in Infinite Campus.
      iv. Repeated or egregious acts of harassment, intimidation, or bullying will be reported to Student Support Services.
         1. A case number will be assigned to these reports and the school will fill out the appropriate documentation.
         2. A copy of the NCSD #1 Confidential Bullying Investigation Summary will be forwarded to Student Support Services within 48 hours of completion of the inquiry. Any party who is not satisfied with the outcome of the initial investigation may request a district-level investigation by submitting a written complaint to the Superintendent or Superintendent Designee within thirty (30) calendar days of receiving the final written communicated outcome of the investigation.
   v. The Superintendent or his/her designee shall respond to the request of the complaint within 48 hours.
   vi. The district level investigation should begin as soon as possible following receipt of the complaint by the Superintendent. In conducting the formal district level investigation, the district will endeavor to use individuals who have received formal training regarding such investigations or that have previous experience investigating such complaints.
   vii. If a district level investigation results in a determination that bullying did occur, prompt corrective action will be taken to end the misbehavior in accordance with the Remediation/Discipline/Penalties section of this regulation.
   viii. Serious extreme violations:
         a. If a complaint contains evidence or allegations of serious or extreme bullying, or a civil rights violation, the complaint shall be referred promptly to the Superintendent or Superintendent Designee. The complainant will also be advised of other avenues to pursue their complaint, including contact information for state and federal authorities. In addition, where the Principal or Principal Designee have reasonable suspicion that the alleged bullying incident involves criminal activity, they should immediately notify the Superintendent or Superintendent Designee, who may then contact the appropriate child protection and, if appropriate, law enforcement authorities.

6. Consequences and remedial action for a person who is found to have made a false accusation or report:
   a. False accusations of bullying shall be immediately reported to the school principal or designee.
   b. False accusation reports shall be investigated consistent with due process.
   c. The parent(s)/guardian(s) of both parties in a false report accusation will be notified that an inquiry has begun.
   d. Person(s) found to have made false accusation reports are in violation of this policy and subject to the same process and consequences stated above.

7. Procedure for strategies to protect the victim from additional harassment/bullying:
a. The school principal or designee will schedule follow-up support meetings with the victim.
b. The school principal or designee will develop a Student Safety Plan for the victim. A copy of the plan will be shared with the victim's parent(s) or guardian(s).
c. The Safety Plan may include but is not limited to:
   i. A 'hall pass' that allows the student to visit a designated adult at any time.
   ii. Access to private bathroom facilities.
   iii. A change in schedule.
   iv. If the student feels unsafe in a specific class, an opportunity for individual tutoring or independent study until the case is resolved.
   v. Assignment of an adult supervisor/monitor.
d. Follow-up periodically with the complainant(s) to ensure no retaliation or further bullying is occurring. The district recognizes that there is a need to balance accommodations which enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually, and the student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed, and to determine when and if accommodations need to be changed or discontinued.
   i. The parent(s)/guardian(s) of both parties will be notified of the findings.
   ii. Person(s) found to have made false accusation reports are in violation of this policy and subject to the same process and consequences stated above.
8. Procedure for discussing and publicizing the policy:
a. Student training:
   i. Students and families will be provided access to the Student Bullying Policy during registration and/or orientation. In addition, the policy is included in the Parent/Student Handbook.
   ii. The provisions of NCSD Administrative Regulation 5440 Bullying Policy and procedures shall be reviewed with students twice annually, prior to October 15, and then again, before February 15 of that same school year. Each building principal or designee shall be responsible for ensuring the delivery of this standardized orientation information. Documentation of the delivery of bullying orientation information and the terms of this policy and regulation, including the procedures for filing a complaint and information about the impact of bullying on the target and bystanders shall be sent to the Director of Student Support by October 15 and February 15 annually.
   iii. Age appropriate and rigorous anti-bullying training will be used throughout the District. Each building principal shall be responsible for ensuring the delivery, and documentation of the delivery,
   iv. In the event of a substantiated report of bullying or retaliatory behavior, the student will be re-educated using the District's Student Bullying Policy. Each building principal or designee shall be responsible for ensuring the delivery and documentation of delivery of this re-education.
b. Parent information:
   i. District and Parent/Student Handbooks will be available on school and district websites listing Board Policy 5440.
   ii. Parents will be informed of Board Policy 5440 and incorporated into annual "parent/teacher time" (e.g. Back to School Night).
c. All NCSD Certified and Classified staff training:
   i. All NCSD personnel shall receive annual professional development training on Policy and Admin Reg 5440.
      1. Each building principal, supervisor, or designee shall be responsible for ensuring the delivery of Board Policy 5440 to staff prior to the beginning of each school year.
      2. Training needs, in support of this bullying prevention and intervention program, will be reflected in the district's annual professional development plan and in each new staff member's orientation.
      The administrative employees and other staff, such as counselors or social workers, who have specific responsibilities for investigating and/or resolving complaints of bullying shall receive yearly training to support the implementation of this policy, regulation, and related legal developments.
      3. Prevention programming will be established and supported in all NCSD schools. Prevention is the cornerstone of the district's effort to address bullying. The components of such an effort involve the following principles and practices:
         a. Learning about and identifying the early warning signs and precursor behaviors that may lead to bullying.
         b. Establishing clear schoolwide and classroom rules about bullying consistent with the district's expectations.
         c. Training all adults in the school community to respond sensitively and consistently to bullying.
         d. Raising awareness among adults, through training, or the school experiences of marginalized student populations, social stigma in the school environment, gender norms in the school environment, and strategies for disrupting bullying or other forms of violence.
         e. Providing allocated supervision, particularly in less structured areas such as in the hallways, cafeteria, school bus, and playground.
Assault, Battery, Harassment & Physical Restraint: Students are prohibited from assaulting, battering or harassing any school personnel or any other student. In cases involving assault, battery, harassment, the use of force, or the threat of physical harm against school personnel or against students in which school personnel are involved, reasonable force may be used by school personnel in the defense or protection of other school personnel or a student to prevent possible injury. This includes the use of reasonable physical force to restrain an assaultive student. School personnel are specifically authorized to use that degree of force necessary to prevent harm, defined as reasonable and moderate, not excessive. See district policy.

Electronic Metal Detectors: A search with a magnetometer may be conducted:
1. when school officials have a reasonable suspicion that a particular student is in possession of a weapon;
2. to screen students attending extracurricular activities for the possession of weapons;
3. to screen students entering the school premises for the regular school day for possession of a weapon.

Weapons found will be confiscated. Return of weapons is a privilege, not a right, and the return thereof will be at the discretion of the principal and subject to the right of law enforcement officials to confiscate said weapon.

Surveillance Cameras: Video cameras will be used as part of the school security system. The system will also be used to prevent and record disciplinary infractions.

National Honor Society: (NHS)
The National Honor Society was founded in 1921 to recognize and encourage academic excellence. Students who are inducted will be a member of their local chapter, but also share fellowship with members from other chapters nationwide.

National Honor Society inductees not only demonstrate academic excellence, but qualities essential to a prosperous democratic society as well. There are four tenants that each member has demonstrated.

These tenants are:
➢ Scholarship: Members understand the importance of education. They are not content to just get by; they want to excel in all they do and will put in much time to bring such to fruition. (Must maintain a minimum of a 3.0 GPA)

➢ Leadership: Members are found at the front of a crowd. They lead the charge or drive all others in every endeavor. They lead by example and are careful to always challenge others to do the same.

➢ Character: Members are conscious of how they are viewed by their peers and strive to always set a good example. They believe that a person should be as good as their word. As in any democratic society, the members use their voice to enhance the lives of all.

➢ Service: Honor Society members demonstrate their service in several different ways. They are always willing to lend a helping hand to a friend, coworker, citizen, or their community.

**Midwest School Extra-Curricular Academic Eligibility Policy**

Revised July 2015

In addition to the guidelines prepared by the Wyoming High School Activities Association (WHSAA), Midwest students must adhere to the following guidelines to participate in any Wyoming High School Activities Association event, extra-curricular activities, or any competition in which students are competing for awards or placement. The eligibility guidelines are listed below:

1. Academic eligibility is determined on a weekly basis. A student can have no “F”s and no more than 1 “D” in any class. Students must be on pace (passing the course in a timely manner to ensure completion by the end of the semester) with Distance Learning classes as determined by Learning LAB Form Completion/Charts and monitored by the Guidance Counselor and Activities Coordinator.

2. Midwest School will make every attempt to print the “D” and “F” eligibility list by mid-day each Monday (or the first day of the school week). The printed time during the day will NOT VOID student responsibility for being ineligible. An administrator or the Activities Coordinator will notify students if they are ineligible by the end of the day on Monday. Parents will be notified of the ineligibility by phone or email.

3. Students have until Wednesday at 4:00 p.m. to become eligible. If at that time a student remains on the ineligible list he/she will not be able to participate in the remaining events that week.

4. A student can become eligible to participate in activities or athletic events again when they have no “F”s and no more than 1 “D” in any class as determined by the “D” and “F” eligibility list printed on Monday (or the first day of the school week). Eligibility grades from the last week in any quarter will stand through the following weekend.

5. At the beginning of each quarter, eligibility starts the second week when there are new grades posted.

6. In the area of athletics, a student who is academically ineligible in the same class for 3 consecutive weeks will not be able to participate for the remainder of the season. In the event of extra-curricular clubs that meet yearlong, the administrator and the club sponsor will determine non-participation status.

7. Golf eligibility check will be Wednesday, golf athletes will have until Friday to become eligible.

The exception to the above may be a documented medical release. The coach, Athletic / Activities Coordinator and administration will make the decision on player status after a review of a lengthy period of non-participation by an athlete.

Below is the School District Board Regulation regarding Activities Eligibility.
In a continued effort to assist students in the Natrona County School District to develop their intellectual potential, the Board of Trustees has by virtue of this policy, increased the eligibility requirements for participation in extra-curricular and co-curricular activities as governed by the Wyoming High School Activities Association. This supports the efforts of recent years in regard to improving standards in curriculum and raising the achievement level of students in the Natrona County School District.

The philosophy of strengthening the eligibility requirements is not to render students ineligible for activities. By monitoring grades weekly it is believed we will not only provide increased academic standards, but will, hopefully, contribute to the academic success of each student involved. Once a deficiency is identified, academic counseling and remediation will commence immediately.

The following activities eligibility regulations become effective at the beginning of each school year and fall activities season in accordance with the dates established by the Wyoming High School Activities Association and Natrona County School District.

HIGH SCHOOL Students—The activities eligibility regulations of Natrona County School District (NCSD) and activities eligibility rules of the Wyoming High School Activities Association (WHSSA) shall govern a student’s activities eligibility requirements while participating in co-curricular and extra-curricular activities aligned with or sanctioned by the Wyoming High School Activities Association.

MIDDLE SCHOOL Students—The activities eligibility regulations of Natrona County School District shall govern a student’s activities eligibility requirements while participating in co-curricular and extra-curricular activities aligned with Wyoming High School Activities Association sanctioned activities.

I. Natrona County School District Activities Eligibility Regulations:

HIGH SCHOOL

A. A high school student must be passing all classes plus meet all Wyoming High School Activities Association (WHSSA) eligibility requirements in order to maintain academic eligibility, regardless of the number of subjects taken.

B. Grades for high school students participating in co-curricular & extra-curricular sports & activities will be checked weekly on Wednesday after the first full week of each semester.
   
   • Good Academic Standing is a high school student with no failing grades on the weekly Wednesday activities eligibility grade check report.
• Academic Warning is a high school student with **one** week of failing grades on the weekly Wednesday activities eligibility grade check report and may practice, participate in competitions and travel.
• Academic ineligibility is a high school student with **two or more consecutive weeks** of failing grades on the weekly Wednesday activities eligibility grade check report may practice but not participate in competitions or travel.

C. A mandatory intervention is required for students entering their third consecutive week of academic activities ineligibility. The coach or sponsor will initiate the intervention process with a recommendation of school staff and resources necessary to help the student regain academic eligibility.

D. A high school student may use summer school classes to meet the minimum requirements of the eligibility policy of the Natrona County School District and the Wyoming High School Activities Association (WHSAA).

E. A high school student must meet or exceed Natrona County School District and the Wyoming High School Activities Association activities eligibility requirements at semester in order to be eligible to participate in an activities competition in the next semester.

F. A high school student may practice while ineligible with permission of the sponsor or coach, but may not appear publicly in competition or travel under school auspices to such competition.

G. Special education students will be expected to meet the same activity eligibility requirements as regular education students since each student, through child study committee action, is placed into an individualized educational program that is designed for academic success.

H. Poor conduct, poor attendance or inappropriate behavior, as determined by the school administrator, shall be grounds for ineligibility. This statement pertains to general conduct, not just the particular activity in which the student is involved.

I. Transfer students from out-of-district must meet WHSAA and Natrona County School District eligibility standards.

J. Extenuating circumstances may be appealed to the head principal.

K. A student enrolled in non-traditional courses e.g. BOCES classes, Work Study… must contact the activities director/assistant principal and school counselor when a non-traditional course is dropped. Dropping a course may impact activities eligibility.

L. It is up to each school’s head principal to add to the minimum standards as long as they are clearly defined by the head principal and the students are given those standards in writing. The new eligibility standards must be consistently monitored and applied to the students participating in all NCSD and WHSAA co-curricular and extra-curricular activities and sports offered at the school.

II. Natrona County School District Activities Eligibility Regulations:

**MIDDLE SCHOOL**

A. A middle level school student must be passing all classes in order to maintain academic eligibility regardless of the number of subjects taken.

B. Grades for middle level school students participating in co-curricular & extra-curricular sports & activities will be checked weekly on Wednesday after the first full week of each quarter, the beginning of a new school year and each subsequent quarter.

• Good Academic Standing is a middle level student with no failing grades on the weekly Wednesday activities eligibility grade check report. Is a middle level student who improved the status of all grades to passing while on academic warning.

• Academic Warning is a middle level student with a failing grade on the weekly Wednesday activities eligibility grade report. The student has from Wednesday until Friday at 3pm of the same week to complete the work required to improve all grades to a passing status verified by the teacher and head principal or designee. The student may practice, participate in competitions and travel while on academic warning.
• Academic Ineligibility is a middle school student with a failing grade on the weekly Wednesday activities eligibility grade report and failed to improve all grades during the same week to passing by Friday at 3pm. The student may practice but not participate in competitions, sit on the bench, stand on the sideline or travel with the team.

C. A mandatory intervention is required for students entering their third consecutive week of academic ineligibility. The coach or sponsor will initiate the intervention process with a recommendation of school staff and resources necessary to help the student regain academic eligibility.

D. A middle level school student who is academically ineligible at the end of a quarter will also be ineligible the first week of the new quarter.

E. A student may practice while ineligible with permission of the sponsor or coach, but may not appear publicly in competition or travel under school auspices to such competition.

F. A middle level school student is eligible to participate in co-curricular and extra-curricular activities at the beginning of a new school year and fall sports/activities season if the student meets the activities eligibility rules of Natrona County School District.

G. Special education students will be expected to meet the same activity eligibility requirements as regular education students since each student, through child study committee action, is placed into an individualized educational program that is designed for academic success.

H. Poor conduct, poor attendance or inappropriate behavior, as determined by the school administrator, shall be grounds for ineligibility. This statement pertains to general conduct, not just the particular activity in which the student is involved.

I. Exculpating circumstances may be appealed to the head principal.

J. It is up to each school’s head principal to add to the minimum standards as long as they are clearly defined by the head principal and the students are given those standards in writing. The new eligibility standard must be consistently monitored and applied to the students participating in all NCSD co-curricular and extra-curricular activities and sports offered at the school.

III. Wyoming High School Activities Association Eligibility Requirements (partial list):

A. In order to be eligible for any level of interscholastic competition, a student must be currently enrolled and must have been enrolled in school the immediate preceding semester and received passing grades during that semester in subjects that earn a minimum of 2.5 credits or equivalent and 5.0 credits per year toward graduation. (WHSAA Rule 6.2.1)

B. A student must be enrolled in not less than 20 class hours of work per week. (WHSAA Rule 6.2.2)

C. A student must be passing in five solid subjects (three solid subjects in an accelerated block schedule) at the time of contest. A passing grade is considered to be the passing grade of the individual school. As defined, a solid subject meets five days a week or its equivalent for the entire semester and for which one-half Carnegie units are granted. (WHSAA Rule 6.2.50)

D. A student shall be permitted to make up work after the close of the semester for the purpose of becoming eligible. Deficiencies, including incomplete, conditions and failures for the previous semester may be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for qualification purposes. The makeup work must match the class where the failure occurred (ex. If an online class is taken, Algebra I for Algebra I, etc.). Credit needs to be approved by the student's school district. The student will not become eligible until all deficiencies from the previous semester have been made up to meet Rules 6.2.1 – 6.2.3.

E. A student ineligible because of scholastic deficiencies from the previous semester shall not be eligible until all grades have been verified by a school official on or after the last day of the current semester provided they have met requirements. (WHSAA Rule 6.2.60)
F. A student who is suspended or expelled from high school during a semester and who does not finish the semester is ineligible during all of his/her next semester since his/her record for the previous semester is incomplete (WHSAA Rule 6.2.7)

G. High school students taking college classes will be allowed to count the college classes toward the required five solid subjects/twenty hours of work per week, if the student has the approval of the school. (WHSAA Rule 6.2.8)

H. A special education student is eligible to participate upon verification by the student's high school principal that he/she is proceeding in a satisfactory manner towards the educational goals established for him/her. (WHSAA Rule 6.2.90)

I. WHSAA eligibility rules regarding Home School Students and combination school agreements please refer to the WHSAA handbook rules 6.2.91 and 6.2.92 respectively, at whsaa.org, general links, click on handbook.

J. For a comprehensive list of WHSAA activities eligibility requirements go to WHSAA.org and go to General Links, then to Handbook http://www.whsaa.org/handbook/handbook.asp.

Adopted: October 23, 1984
Revised: June 30, 2000
Readopted: October 23, 2000
Revised: July 16, 2013
Revised: May 23, 2014
Revised: June 2, 2015
Revised: June 12, 2018
Revised: June 19, 2018

Standard Operating Procedure

Please review the below Board Regulation regarding Student Conduct & Discipline - Athletics and Activities Code of Conduct.
Introduction

The Natrona County School District (NCSD) recognizes that participation in athletics, activities, and co-curricular clubs is a “privilege” not a right.

Students who participate in the Natrona County School District athletics, activities, or co-curricular clubs do so with the understanding that they must follow all Wyoming High School Activities Association (WHSAA) rules and NCSD policies, regulations, and guidelines with higher standards and expectations than those relating to the general student community.

This administrative regulation, containing the Code of Conduct, is in effect upon the students enrolled in Natrona County School District grades 6th - 12th. All students (e.g. NCSD, Home School, Virtual Education, Private School, and other Wyoming school district students) will follow the NCSD Code of Conduct parameters and expectations, as well as, complete the required WHSAA and NCSD forms prior to participation.

The Code of Conduct applies to students who participate in athletics, activities, or co-curricular clubs and is in effect during the entire NCSD academic school year and during the dates as set by the Wyoming High School Activities Association. The first day of the WHSAA fall season for sports typically begins two to three weeks prior to the beginning of the NCSD academic year.

Summer Participation

The Code of Conduct administrative regulations and guidelines also apply to students while participating in summer school, summer marching band, or any summer Natrona County School District affiliated and/or organized activity, camp, clinic, event, practice (etc.) that has been identified as a responsibility of NCSD.

Summertime Code of Conduct violations are applied in the upcoming NCSD academic year and WHSAA activity and sport seasons.

Contest Definition

The Natrona County School District definition of a "contest" aligns with the Wyoming High School Activities Association description of the maximum number of contests or days or events or games or meets allowed in the regular season for the corresponding activities and sports:

NCSD contest = One contest or day or event or game or meet as defined by the WHSAA for the sports and activities listed below
Contest = Basketball, Cheer, Dance, Marching Band, Soccer, Volleyball
Contest Day = Alpine Ski, Cross Country, Golf, Nordic Ski, Swimming and Diving, Tennis
Event = FFA, Wrestling
Game = Football  
Meet = Indoor Track, Outdoor Track, Speech and Debate

**WHSSAA Handbook** (e.g. 4-1-2019 rules for the maximum number of contests, games, contest days, meets, or events allowed in the activities and sports listed above are as follows):

<table>
<thead>
<tr>
<th>Sport or Activity</th>
<th>Title of WHSSAA Competition</th>
<th>Number of Competitions per Season*</th>
<th>Sport or Activity</th>
<th>Title of WHSSAA Competition</th>
<th>Number of Competitions per season*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine Ski</td>
<td>Contest Day</td>
<td>12</td>
<td>Nordic Ski</td>
<td>Contest Day</td>
<td>12</td>
</tr>
<tr>
<td>Basketball</td>
<td>Contest</td>
<td>18</td>
<td>Soccer</td>
<td>Contest</td>
<td>14</td>
</tr>
<tr>
<td>Cheer</td>
<td>Contest</td>
<td>&gt;13</td>
<td>Speech &amp; Debate</td>
<td>Meet</td>
<td>10</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Contest Day</td>
<td>8</td>
<td>Swimming &amp; Diving</td>
<td>Contest Day</td>
<td>18</td>
</tr>
<tr>
<td>Dance</td>
<td>Contest</td>
<td>&lt;12</td>
<td>Tennis (fall)</td>
<td>Contest Day</td>
<td>10</td>
</tr>
<tr>
<td>FFA</td>
<td>Event</td>
<td>&lt;12</td>
<td>Tennis (spring)</td>
<td>Contest Day</td>
<td>9</td>
</tr>
<tr>
<td>Football</td>
<td>Game</td>
<td>9</td>
<td>Track - Indoor</td>
<td>Meet</td>
<td>8</td>
</tr>
<tr>
<td>Golf (fall)</td>
<td>Contest Day</td>
<td>10</td>
<td>Track - Outdoor</td>
<td>Meet</td>
<td>10</td>
</tr>
<tr>
<td>Golf (spring)</td>
<td>Contest Day</td>
<td>9</td>
<td>Volleyball</td>
<td>Contest</td>
<td>18</td>
</tr>
<tr>
<td>Marching Band</td>
<td>Contest</td>
<td>&lt;12</td>
<td>Wrestling^</td>
<td>Event</td>
<td>15</td>
</tr>
</tbody>
</table>

*(Wrestling Event values > Single Dual & Tournament = 1; Double Dual, Triangular, Quad, Dual Tournament = 2)*

*Designated number of competitions do not include Conference, Regional, or State

**Contest Exclusions**

Contest exclusions from activities and sports identified in this document shall not prevent a student from taking part in practice sessions, but the student cannot be associated with the team in any manner, before, during, or after a home or away competition. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team, or during any locker room pre or post competition meetings.

Students placed at any alternative disciplinary setting (e.g. Refocus Room or In-School Suspension room/setting) may take part in practice sessions, but the student cannot be associated with the team in any manner, before, during, or after a home or away competition. The head principal may determine extenuating circumstances that led to the placement and may revoke permission for practice participation. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team, or during any locker room pre or post competition meeting.

Students placed at any alternative to suspension setting, such as Safe School Suspension Lab (SSSL), may not take part in practices. The head principal may determine extenuating circumstances that led to the placement and may grant permission for practice participation, but the student cannot be associated with the team in any manner before, during, or after a home or away contest. This includes, but is not limited to, wearing the team uniform, being on the sideline or bench with the team, or during any locker room pre or post competition meeting.

Students serving an out of school suspension or on a stipulated expulsion agreement cannot be on school grounds or associated with the team in any manner. Per building administrative authorization, a student serving an out of school suspension may be granted permission to attend, as a spectator, an isolated special event or program on school grounds related to the student or immediate family. NCSD athletics, activities, and co-curricular clubs are an extension of the classroom. The Code of Conduct contest exclusion is not completed until midnight on the last day of the exclusion being served.

The middle level school student (6th - 8th grades) Code of Conduct violations reset annually upon completion of the fourth quarter of the current academic year and do not carry over from 8th grade to 9th grade.

If the contest exclusions cannot be completed prior to the beginning of the student’s participation in the high school sports/activities (listed in this document), the intervention steps assigned still must be completed prior to participating.
in high school sports/activities.

Once a student begins participation in sports or activities in high school the student must also follow the rules of the Wyoming High School Activities Association as well as Natrona County School District.

The high school student (Grades 9th - 12th) Code of Conduct violations reset annually upon the completion of the fourth quarter of the current academic year, but follow the student until the contest exclusions and intervention steps have been completed. The exclusions are not specific to the sport in which the violation occurred. The completion of the contest exclusion may carry over into a new sport season in the same academic year or into a new academic year in order to complete the contest exclusions.

A high school or middle level student with Code of Conduct violation(s) must participate in the entire sport season in which the contest exclusion violation(s) are served in order to fulfill the contest exclusion step guidelines.

A Code of Conduct contest exclusion is not completed until midnight on the last day of the exclusion being served.

NCSD Conduct Regulations

Students who participate in athletics, activities, or co-curricular clubs will not sue, possess, transfer, or disperse any tobacco products, including e-cigarettes, vaporizers. Juul-like devices or products, drug paraphernalia, alcoholic beverages, or illicit controlled substances (drugs). Students will not confiscate (steal), destroy, or vandalize private or public property. This will include but not be limited to theft, shoplifting, breaking and entering, and vandalism.

Students covered by the Code of Conduct who violate Municipal, State, or Federal codes (excluding minor traffic violations) will incur consequences as outlined in this administrative regulation.

It is understood that local law enforcement will be notified whenever school personnel confiscate alcohol products, illicit controlled substances, tobacco products, suspected stolen merchandise, or are in violation of any Municipal, State, or Federal codes. The penalty administered by the Justice System may be different, and in addition to penalties outlined in School Board Policies and Administrative Regulations.

The possession, distribution, or use of alcoholic beverages, tobacco, drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school sponsored trip is a Code of Conduct violation.

The reference herein to "other substance" is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing, or otherwise ingesting for the purpose of generating a high or otherwise altering the mental processing or impairing the consumer’s judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, "spice", "K-2", Juuling like pods or cartridges containing THC, or any other substance, whether organic or non-organic, which are utilized in such a manner as to create a high or otherwise alter the mental processing or impair the consumer’s judgment or motor skills or in such a way as to be contrary to their intended use or purpose.

It is prohibited to have in the student’s possession, be under the influence of, or have in the student’s bloodstream, any intoxicant, inhalant (not intended for that specific purpose or need) or any substance represented by the student to be a "drug" as defined by this administrative regulation.

It is prohibited for a student to possess "drug paraphernalia" as defined by the Wyoming Controlled Substances Act of 1971. It is the policy of NCSD that the possession, use or distribution of substances represented as drugs is detrimental to the education, safety, and welfare of students. A student who violates any part of this policy shall be subject to discipline which may include exclusion, suspension, or expulsion.

To help students who are identified as possibly abusing alcohol/drugs/substances, NCSD and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs, or substances. Students may self-refer or be remanded to such NCSD and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

NCSD will recommend resources to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances. NCSD will provide counseling services that will make it possible for students to seek and obtain interventions for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received.
Definition of Alcohol, Drugs, Products, Substances, and Actions with Code of Conduct Violation Consequences:

Alcoholic Beverages--Any alcoholic liquor or malt beverage as defined by Wyoming statutes.

Tobacco--Any substance containing tobacco leaf, or any product made or derived from tobacco that contains nicotine, including but not limited to, cigarettes, electronic cigarettes, vaporizers or Juul-like devices, cigars, pipe tobacco, snuff, chewing tobacco, or dipping tobacco.

Electronic Cigarettes and Vaporizers, and Juul-like Devices--Any product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, which can be used to deliver doses of nicotine vapor or any other substance by means of heating a liquid, wax, or other solution contained in a cartridge or alternate delivery system.

Drug--Any controlled substance as defined by Wyoming statutes.

Drug Paraphernalia--Drug paraphernalia means all equipment, products, and materials described in the Wyoming Controlled Substances Act of 1971 and any amendment thereof and of any kind when used, advertised for use, intended for use, or designed for use for manufacturing, converting, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act and includes:

1. Objects when used, advertised for use, intended for use, or designed for use in injecting controlled substances into the human body
2. The following objects when used, advertised for use, intended for use, or designed for use in ingesting, inhaling or otherwise introducing tobacco, marijuana, cocaine, hashish, or hashish oil, or any other controlled substance in the human body
   A. Metal, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls
   B. Bongs
   C. E-cigarettes or electronic smoking devices such as Juuls
   D. Vaporizers or vaping devices

Substance--Any substance, whether organic, or non-organic, which can be smoked, huffed, inhaled, consumed, absorbed, or otherwise ingested for the purpose of generating a high or otherwise altering the mental processing, or impairing the consumer’s judgment or motor skills, or for the use contrary to the lawful and intended use of the substance, excluding any substance taken pursuant to a lawful medical prescription or which is used in the manner in which it is intended to be used for a legitimate medical or health condition. The term substance includes, but is not limited to glue, paint, Dust-Off, petroleum products, "spice", "K-2", and Juul-like pods or cartridges containing THC.

Drug or Substance Trafficking/Providing--Any involvement in the process of delivery or actual delivery of a drug/substance or any substance delivered or in the process of being delivered which is represented by the trafficker to be a drug or substance as defined in this policy.

Behaviors with Code of Conduct Violations:
Derived from Administrative Regulation 5370 - Student Conduct & Discipline & the NCSD Student/Parent Handbook - Administrative Regulation 5371 Athletics and Activities Code of Conduct:

- Arson
- Assault/Battery
- Breaking and Entering
- Drugs, Drug Paraphernalia possession, consumption, distribution, selling, transfer, trafficking
- Electronic Cigarettes, Vaporizers and Juul-like devices, possession, consumption, distribution, selling, transfer, trafficking
- Fighting
- Habitually Disruptive Students
- Party Rule
- Shoplifting
- Stealing
- Substance, organic or non-organic, possession, consumption, distribution, selling, transfer, trafficking
- Tobacco containing nicotine, including but not limited to cigarettes, e-cigarettes, vaporizers, Juuling devices, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco, possession, consumption, distribution, selling, transfer, trafficking
- Theft
- Threat
• Vandalism
• Weapons/Firearms/Explosive Devices

Administrative Regulation 5440 - Student Bullying

- Bullying
- Cyber-bullying
- Disability Harassment
- Discrimination
- False charges/malicious accusations
- Harassment
- Hazing
- Intimidation
- Menacing
- Texting

Party Rule

Participants are expected to avoid situation/gatherings where substances, used illegally, are available to underage youth. Participants need to take positive action to avoid situations where illegal substances are present. A plan should include information about the situation/gathering prop to attending and take action immediately to leave the situation/gathering if illegal substances are present. Failure to take appropriate steps to avoid these types of situations will result in a Code of Conduct violation.

Sportsmanship

Unsportsmanlike behavior resulting in being ejected from a contest is a Code of Conduct violation for middle level students. High school students are subject to WHSAA unsportsmanlike conduct rules (3.5.2, 3.5.25 & 3.5.3) only, for an unsportsmanlike behavior resulting in an ejection.

Contest Exclusion Steps

Middle school students follow the contest exclusion steps for activities and sports with 12 or fewer contests for all middle school activities and sports and reset annually. High school students follow all exclusion steps for the activities & sports listed below, but are not limited to, the following and also reset annually.

A student must be academically eligible and qualify for a contest, event, games, meet, or contest day in order for the Code of Conduct exclusion to be applied.

A student participating in more than one activity or sport simultaneously with a Code of Conduct violation will serve the required suspension for both the activity and/or sport listed below.

1. All activities or sports with 12 or fewer regular season contests (not including culminating events)
   - Alpine Ski
   - Cross Country
   - Dance
   - Football
   - FFA
   - Golf (Fall & Spring)
   - Marching Band
   - Nordic Ski
   - Speech & Debate
   - Tennis (Fall & Spring)
   - Track (indoor & Outdoor)

   Exclusion Step
   1 - One Contest
   2 - Three Contests
   3 - One Year - 365 days from the date of the Code of Conduct violation

2. All activities or sports with 13 or more regular season contests (not including culminating events)
   - Basketball
   - Cheer
   - Soccer
• Swimming & Diving
• Volleyball
• Wrestling

Exclusion Step
1 - Two Contests
2 - Six Contests
3 - One Year - 365 days from the date of the Code of Conduct violation

Single day or multiple day competitions connected to contests, events, games, meets, or contest days with an NCSD or WHSAA contest value to TWO (i.e. basketball, volleyball, or soccer tournament, soccer jamboree, wrestling double dual, triangular, or quad), but not limited to, may not be entered by a student once the contest, event, game, meet, or contest day has begun (no matter the location, home or away).

In all activities and sports, the Code of Conduct Exclusion Step consequences apply to all competitions until the student has served the exclusion consequence at the level of play the student has the most playing time or the highest level of play if playing time cannot be differentiated (cannot play up or down a level in order to serve the exclusion step).

If the exclusion occurs near the end of the activity or sport season, the student may be required to serve the exclusion and/or intervention in the next activity or sport in which the student participates. A student may not participate in another activity or sport to serve the exclusion and/or intervention step consequence unless the student successfully completes the entire season for that activity or sport.

(Exclusion Steps 1 & 2) - First and Second Code of Conduct Violation
(During the Defined Annual Code of Conduct Time Frame - Paragraph 4)
The student is excluded from contest participation according to the applicable contest exclusion step. The student will complete an intervention deemed appropriate by the school’s head principal or designee as per the Athletics & Activities Code of Conduct Standard Operating Procedure (SOP). A student may return to competition once the exclusion step and intervention are completed. During a rare and extenuating circumstance when an intervention extends over prolonged amount of time, the head principal may grant the opportunity for the student to return to competition participation if the student is in good standing and is actively engaged in the intervention process. If the student does not complete the assigned intervention, the student will be moved to the next exclusion step in the sequence.

After a student receives a first or second Code of Conduct violation in the same academic year:

1. Within one (1) school day and not to exceed three (3) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the principal/designee.

(Exclusion Step 3) – Third Code of Conduct Violation
The student is excluded from contest participation for one year 365 days from the date of the Code of Conduct violation. The intervention plan must be successfully completed for the student to participate in any future sports or activities.

After a student receives a third Code of Conduct violation in the same academic year:

1. Within five (5) school days and not to exceed ten (10) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the principal/designee.
2. Within five (5) school days and not to exceed fifteen (15) school days, a hearing will occur with the following participants: student, parent/guardian, building principal and/or designee, District Athletics & Activities Director, Associate Superintendent of C&I and/or designee.

Suspension Criteria-Activities & Co-Curricular Clubs
A student participating in activities and co-curricular clubs, not identified under Contest Exclusion Steps, receiving a discipline consequence due to a behavior violation will be suspended from competitions, enrichment activities, performances, productions, concerts, community trips, fundraisers or any event related to the activity or club during the suspension time frame determined by the District Parent-Student Handbook and/or Administrative Regulation 5370. As with Contest Exclusion Steps, suspension for activities and co-curricular clubs not listed previously, is not completed until midnight on the last day of the suspension being served. A student must be academically eligible and qualify for a contest, event, game, meet, or contest day in order for the Code of Conduct exclusion/suspension to be applied.
A student participating in more than one activity or co-curricular club simultaneously with a Code of Conduct violation will serve the required suspension for both the activity and/or club.

**Regulation Administration**

A student must ride with the team to an out of town single day or multiple day contest, game, meet, event, or contest day on NCSD Transportation. An exception to this requirement may be granted by the head principal or designee for rare and extenuating circumstances (i.e. attending a family funeral, medical emergencies, required medical procedures/appointments, required academic testing/appointments, or family life changing event). An exception will not be granted because of a discipline or Code of Conduct exclusion.

The head principal has the authority to and must authorize any addition to the minimum discipline consequence as long as they are clearly defined in writing. Participants and parents/guardians must be informed of the additional behavior expectations and consequences in writing prior to the start of the activity or sport season.

Annually, and prior to the start date of an activity, co-curricular club or sport season, the head principal or designee (i.e. athletic director/administrator, athletic & activities facilitator, coach, or sponsor) will schedule a meeting with the students and their parents or guardians to explain the behavior expectations, guidelines and regulations.

Annually, and prior to the start date of a WHSAA sanctioned or aligned activity of sport season, the head principal or designee will have on file a signed copy of the Information and Consent form for each student involved in the WHSAA sanctioned or aligned activity or sport.

**Cross References**

5371 - Std Op Procedures - Code of Conduct
EXCERPT FOR SCHOOL STUDENT HANDBOOKS
HARASSMENT/RETAIATION
NATRONA COUNTY SCHOOL DISTRICT NO. ONE CASPER, WYOMING

BOARD POLICY: The board policy is based on the concept that harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1965 as amended; 42 U.S.C. Section 2000e seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 as amended; the Wyoming Fair Employment Practices Act of 1965; and Art 7, § 10, WY Const. [Both state and federal law prohibit harassment]

CONSEQUENCES: It is the policy of Natrona County School District No. One to create a learning and working environment that is free from harassment. Therefore, Board policy 5144 prohibits any form of harassment and any form of retaliation related to one’s rights to pursue/defend/present evidence regarding a harassment complaint. Harassment can yield consequences ranging from warnings to recommendations for expulsion in cases of students found to be in violation of the policy. In cases involving employees, disciplinary actions could include, but are not limited to, warnings or more serious steps such as discharge. [The School Board’s policy prohibits harassment and retaliation related thereto. Disciplinary actions for violation of the Board’s policy could mean anything from a warning to expulsion, in the case of student-perpetrators, and from a warning to discharge, in the case of employees.]

INVESTIGATION/DISCIPLINE: The District will investigate all reported complaints, verbal or written, regarding harassment or retaliation related thereto. The District will act to discipline students/employee who harass or retaliate against students/employees. [The District will take harassment/retaliation complaints seriously, will properly investigate them, and will act to discipline violators.]

DEFINITIONS: For purposes of this policy, harassment is defined as, but not limited to, unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Harassment may include: verbal harassment, physical interference with movement or work or visual harassment such as derogatory cartoons, drawings or posters. See the Board policy for a more complete definition of harassment. Retaliation is any action designed to punish another person for exercising his/her right or to deter him/her from exercising those rights.

FOUR POINTS TO REMEMBER:

1. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. (Who the policy is for/Sexual harassment must stop.)

2. Persons may have the right to file a civil suit if actions of sexual harassment/retaliation do not stop. If the actions involve a criminal activity, the victim could pursue criminal remedies. (Continuation of harassment/retaliation could result in other actions being taken by the court system.)

3. Retaliation is prohibited. Retaliation can take different forms including threatening witnesses, to physical attacks, or spreading rumors. Actions taken to punish the victim, reporting party, witnesses, or accused person from pursuing their rights are prohibited. (Retaliation is prohibited.)

4. Respect people’s rights of privacy and confidentiality. Do not unnecessarily talk about the case. Confidentiality cannot be guaranteed but all parties should respect one another’s rights.

CHECKLIST FOR RESPONDENT

1. Is sexual harassment against the law? Yes_____ No____

2. Is sexual harassment against School Board policy? Yes_____ No____

3. Write a description of what you understand are the charges/claims that have been made against you in this situation.

___________________________________________________________________________________________

4. What do you think should be done?

___________________________________________________________________________________________

5. Is retaliation allowed against the Complainant and/or witnesses? Yes_____ No____

6. I received and understood the SEXUAL HARASSMENT INFORMATION SHEET. Yes_____ No____

Respondent Signature:________________________________________________________________________________

Administrator:_______________________________________________________________________________________

Date:______________________________________________________________________________________________
INTERNET USE / HIGH ACCESS SCHOOLS

Internet and email access are available to students and staff in Natrona County schools. This service is provided to promote educational excellence in schools by facilitating research, resource sharing, innovation and communication in support of the curriculum and individual academic needs. Access to email and the Internet will enable learners to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Users are warned, however, that some materials accessible via the Internet are controversial and, by some standards, offensive. We believe that the valuable information and positive interactions available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of our schools. Users are expected to behave in an ethical, responsible, legal manner, accessing information and engaging in activities consistent with the educational goals of the schools.

**Responsible users may:**
- Use the Internet for educational research purposes
- Use the email function to collaborate with others for educational purposes.
- Use only assigned accounts
- Report security risks or acceptable use violations to a teacher or administrator.
- Communicate only in ways that are kind and respectful
- Recognize that email is not guaranteed to be private.
- Download accumulated e-mail or other research files from the file server to save storage space.

**Responsible users may not:**
- Purposefully access, send or display offensive or inappropriate messages or pictures.
- Engage in commercial for-profit activities.
- Give their password to another person.
- Use another’s password or seek unauthorized access to files or networks.
- Disrupt or modify any network, software or hardware.
- Intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).
- Plagiarize
- Forward any person’s email without prior permission.
- Use obscene or threatening language.
- Use any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person’s true or false identity.
- Reveal personal information (age, phone number, address, etc.) about yourself or others.

The school district maintains the network, software and equipment upon which Internet and email access is provided and will assign and have access to all user accounts, including email. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. E-mail or other storage of files, if used to excess, may be cleared as a general maintenance of the network. Use of the Internet, email and other online services through the school district is a privilege; therefore, violations of this agreement may result in the loss of access as well as other disciplinary measures per Board Policy 5370 - “Discipline and Conduct,” or legal action. Updates and changes in policy may be implemented when needed by publishing modifications on the network system. When not restricted through parental request, student use of online services of the school constitutes acceptance of the conditions within this agreement.

**Care of School Property Damage:** unauthorized taking of or destruction of school property shall be the basis of disciplinary action. Further, any student damaging, taking without authorization, or destroying school property, shall be deemed to be indebted to the school district for the cost of repair or replacement thereof, and said student may be denied a diploma or credit for successful course completion until the indebtedness is fully satisfied (Wyoming Statutes, 1977, §21-4-308(b)).
Natrona County School District #1
Online Safety Pledge

NCSD#1 students will be using the First Class system for communication. It is a closed system so the NCSD community will be the only users. Students cannot access the Internet through First Class. Please be advised that the Internet/home email are open systems.

I understand that there are certain rules about what I should do online. I agree to follow these rules:

- I will be responsible for my use of email or the Internet.
- I will be a good online citizen and not do anything that harms other people, is against school policy, or is against the law.
- I will not bully or engage in behavior that is harassing, intimidating, or threatening to others.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents/guardians right away.
- I will not use any articles, stories or other works I find online and present it as my own work.
- I will obey copyright laws.
- I will not use inappropriate language online.
- I will practice safe computing by not clicking on emails from people I do not know or clicking on attachments I do not recognize.
- I will not give out personal information such as my address, telephone number, parents'/guardians' work address/telephone number, or the name and location of my school to anyone I meet on the internet.
- I will tell an adult right away if I see inappropriate language or pictures on the Internet or if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online.

I understand that violating this pledge may lead to a loss of email and or/Internet privileges and other consequences as my school and/or parent/guardian(s) see fit.

As a parent/guardian, I understand my student has access to email. I will do my best in supporting acceptable use of this tool.
# Natrona County School District #1
## 2017-2018 Laptop Responsibilities and Terms

Natrona County School District #1 owns the laptop and its contents and it is loaned to you for educational purposes.

### Parent Responsibilities and Terms

Your child has been loaned a laptop computer to improve and personalize his/her education this year. It is essential that the NCSD Use Agreement be followed to ensure safe, efficient and ethical operation of the district’s computer.

In order for your child to use the laptop in class and take it home you must be willing to accept the following terms and responsibilities:

- I will read and sign the NCSD On-line Acceptance Use Agreement.
- I will supervise my child’s use of the laptop at home.
- I will make sure my child recharges the battery nightly, if applicable.
- I will prioritize my child’s laptop use so that homework is done first while the battery is charged.
- I will make sure my child brings the laptop to school each day.
- I will discuss appropriate use of the Internet and supervise my child’s use of the Internet.
- I will not attempt to repair the laptop.
- I will report any problems, damage, or theft/loss of the laptop to my child’s school within 24 hours.
- I will not change or attempt to change the configuration of the software.
- I will not download any programs or files from the Internet or other sources.
- I will not attempt to remove any program or files on the laptop except for personal documents.
- I understand the laptop is for my child’s education.
- I will make sure the laptop is returned to my child’s school when requested and upon my child’s withdrawal from the school.

### Student Responsibilities and Terms

Your laptop should be used for educational purposes. In order to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:

- I will adhere to the terms of the NCSD On-line Acceptance Use Agreement.
- I will recharge the laptop each night, if applicable and bring it to school each day.
- I will prioritize my laptop use so that homework is done first while the battery is charged.
- I will keep the laptop in its protective case when not being used.
- I will treat the laptop with care by not marking on it, dropping it, getting it wet, leaving it outdoors or in a car, or using it with food or drink nearby.
- I will adhere to the guidelines each time the Internet is used while at school or at home.
- I will make the laptop available for inspection by an adult upon request.
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will use my legal name in all educational activities.
- I will not give out personal information.
- I will not change or attempt to change the configuration of the software.
- I will report all problems and damage immediately to the help desk at my school.
- I will not download any programs from the Internet or other sources.
- I will not attempt to remove any program or files on the laptop except for personal documents.
- I will not attempt to repair, alter or make additions to the laptop.
- I understand it is my responsibility to regularly back up my files using the method defined by my school.
- I will be a good online citizen (no harassing, bullying, derogatory remarks, intimidating, and/or profanity).
- I will return the laptop to my school when requested and upon my withdrawal from the school.
- I will report any problems, damage, or theft/loss of the laptop to my school within 24 hours.

Responsibilities and Terms are subject to change.
Midwest School
Title 1 Compact
2019/2020

VISION
Midwest School, in partnership with parents and the community, is committed to providing all learners the opportunity to become productive adults by empowering them with the skills to:

❖ Be competent readers, writers, communicators, and problem solvers.
❖ Develop self-discipline, a strong work ethic, respect for self and others, and teamwork skills.
❖ Use technology to meet current and future challenges.

MISSION
Midwest School will be a top performing school in the state.

OUR CORE VALUES
At Midwest School we believe in:
❖ Integrity
❖ Respectful interactions
❖ Teamwork
❖ High expectations for ALL
❖ Providing a safe and positive learning environment
❖ Modeling and teaching responsible behaviors

Please read through the expectations and sign and return the last page with all the other required paperwork.
### ELEMENTARY COMPACT

**School/Teacher Responsibilities**
- I am important; I am a teacher.
- I will provide quality instruction in all areas.
- I will encourage students to have a love for learning.
- I will provide home assignments that reinforce instruction.
- I will maintain high expectations and enthusiasm for learning.
- I will use open and respectful communication skills.
- I will be available and encourage parent communication and participation.
- I will provide frequent information to parents on how their child is developing and progressing.
- I will provide a safe environment.
- I will challenge all students to reach their potential.
- I am a proud Midwest Driller Teacher!

**Student Responsibilities**
- I am important; I am a learner.
- I will attend school regularly and be on time.
- I will come to class prepared each day.
- I will complete and return assignments on time.
- I will follow Midwest School rules and procedures.
- I will listen to others' ideas and use open and respectful communication skills.
- I will have a regular study time each day.
- I will act with integrity.
- I will treat people kindly.
- I will treat people with respect.
- I will try my personal best to reach my goals.
- I am a proud Midwest Driller!

**Family/Parent Responsibilities**
- I am important; I am my child's first teacher.
- I will ensure that my child is on time and attends school regularly.
- I will help my child be ready to learn every day.
- I will support the district and school discipline policies.
- I will create a time and place for doing homework.
- I will use open and respectful communication skills.
- I will encourage participation in interactive activities at home and at school.
- I will read daily with my child.
- I will attend my child's conferences, meetings, and activities.
- I will challenge my child to reach his/her personal best.
- I am a proud Midwest Driller Parent!

### SECONDARY COMPACT

**School/Teacher Responsibilities**
- Model respect for myself and others.
- Create a safe healthy learning environment.
- Hold students to high standards for school work and behavior.
- Provide high quality instruction, curriculum and the support that it takes for each student to be successful.
- Encourage participation and support in school activities and community.
- Instruct, model, encourage reading, and a life-long passion for learning.
- Provide and encourage open communication.

**Student Responsibilities**
- Model respect for myself and others.
- Be present and prepared for school both physically and mentally.
- Hold myself and my school work to the highest standards.
- Take advantage of the educational opportunities in order to achieve my goals.
- Participate in school activities and encourage my family and friends to do the same.
- Make time each day for reading an be a life-long learner.
- Communicate to keep self, family, and school informed.

**Family/Parent Responsibilities**
- Model respect for myself, my child, and others.
- Create a safe, quiet, and healthy place for my child to study.
- Hold my child to high standards for attendance, school work, and behavior.
- Demonstrate that I value the importance of education and encourage my child to succeed.
- Participate in school activities and encourage my child to do the same.
- Read with my child and encourage them to be a life-long learner.
- Communicate to keep my family and school informed.
July 2019

Dear Senior High Parent:

Natrona County School District #1 does not provide any type of health or accident insurance for injuries that happen to your child at school. You are encouraged to review your present health and accident insurance program and if you think it is not adequate or if you do not have insurance, please review the Student Accident Insurance Information online at www.ncsdathletics.com.

Student accident insurance coverage is available through Student Assurance Services, Inc. This plan, as outlined online or in the enrollment envelope, provides for medical expenses incurred because of an accident. The plan pays certain amounts for medical care. Read the enrollment information carefully for details. In addition to this, dental accident coverage is available. This plan provides benefits for dental injuries regardless of where the accident happens.

Coverage begins September 3, 2019 for all who have submitted an application and money prior to September 3, 2019. You may enroll in the program any time after that date during the year with coverage beginning the day after the application and money are submitted. School-Time coverage ends when school is out in June. Full-Time coverage remains in effect until school begins next year.

Prior to applying for coverage, please read the information explaining the coverage very carefully.

1. Insurance information is available at www.ncsdathletics.com. Click on Student Accident Insurance (in the left menu tabs) or use URL http://www.ncsdathletics.com/student_accident_insurance.html.

The following instructions apply for enrolling if using the enrollment envelope (you may pick this up at your child’s school) if you do not have online access:

1. **Print** name, address and other information **clearly** on the enrollment envelope.

2. Include the proper amount of money. A **check** is your best receipt. Make checks payable to: STUDENT ASSURANCE SERVICES, INC. Credit card payment is acceptable; a $5.00 service charge is added.

3. Grades (9) nine through (12) twelve:
   a) If your child is **participating in athletics (except football) or cheerleading**, he/she must be covered by Full-Time or School-Time Coverage with **sports**. Those participating in **football need Football Coverage**. Detach and retain the summary of coverage for your information. You are to **turn in your application, payment and completed physical form to the school office**.
   b) If you wish to purchase this insurance and your child is not participating in athletics or cheerleading, then choose either School-Time or Full-Time coverage. School-Time coverage ends when school is out in June. Full-Time coverage remains in effect until school begins next year.

4. **Sign** and **date** the form.

Coverage begins August 12, 2019 for those participating in competitive fall sports who have submitted an application and money prior to August 12, 2019.

There is no coverage for injury involving any motorized vehicles not designed for public roads or transportation

All questions regarding coverage should be directed to **Patrick J. Freiberg, 307-262-5215 (cell), Casper Agent for Student Assurance Services, Inc.**

Sincerely,

Patrick J. Freiberg, Student Accident Insurance Agent
NCSD #1 Athletics/Activities Office
Dear Elementary Parent:

Natrona County School District #1 does not provide any type of health or accident insurance for injuries that happen to your child at school. You are encouraged to review your present health and accident insurance program and if you think it is not adequate or if you do not have insurance, please review the Student Accident Insurance Information online at www.ncsdathletics.com.

Student accident insurance coverage is available through Student Assurance Services, Inc. This plan, as outlined online or in the enrollment envelope, provides for medical expenses incurred because of an accident. The plan pays certain amounts for medical care. Read the enrollment information carefully for details. In addition to this, dental accident coverage is available. This plan provides benefits for dental injuries regardless of where the accident happens.

Coverage begins September 3, 2019 for all who have submitted an application and money prior to September 3, 2019. You may enroll in the program any time after that date during the year with coverage beginning the day after the application and money are received. School-Time coverage ends when school is out in June. Full-Time coverage remains in effect until school begins next year.

Prior to applying for coverage, please read the information explaining the coverage very carefully.

1. Insurance information is available at www.ncsdathletics.com. Click on Student Accident Insurance (in the left menu tabs) or use URL http://www.ncsdathletics.com/student_accident_insurance.html.

The following instructions apply for enrolling if using the enrollment envelope (you may pick this up at your child’s school) if you do not have online access:

1. Grade (K) kindergarten through (5) five: Detach and retain the summary of coverage and return the envelope with payment directly to your child’s school.

2. Include the proper amount of money. A check is your best receipt. Make checks payable to STUDENT ASSURANCE SERVICES, INC. Credit card payment is acceptable; a $5.00 service charge is added.

3. Print name, address and other information clearly on the enrollment envelope.

4. Sign and date the form.

There is no coverage for injury involving any motorized vehicles not designed for public roads or transportation

All questions regarding coverage should be directed to Patrick J. Freiberg, 307-262-5215 (cell), Casper Agent for Student Assurance Services, Inc.

Sincerely,

Patrick J. Freiberg, Student Accident Insurance Agent
NCSD #1 Athletics/Activities Office
Dear Middle School/Junior High Parent:

Natrona County School District #1 does not provide any type of health or accident insurance for injuries that happen to your child at school. You are encouraged to review your present health and accident insurance program and if you think it is not adequate or if you do not have insurance, please review the Student Accident Insurance Information online at www.ncsdathletics.com.

Student accident insurance coverage is available through Student Assurance Services, Inc. This plan, as outlined online or in the enrollment envelope, provides for medical expenses incurred because of an accident. The plan pays certain amounts for medical care. Read the enrollment information carefully for details. In addition to this, dental accident coverage is available. This plan provides benefits for dental injuries regardless of where the accident happens.

Coverage begins September 3, 2019 for all who have submitted an application and money prior to September 3, 2019. You may enroll in the program any time after that date during the year with coverage beginning the day after the application and money are submitted. School-Time coverage ends when school is out in June. Full-Time coverage remains in effect until school begins next year.

Prior to applying for coverage, please read the information explaining the coverage very carefully.

1. Insurance information is available at www.ncsdathletics.com. Click on Student Accident Insurance (in the left menu tabs) or use URL http://www.ncsdathletics.com/student_accident_insurance.html.

The following instructions apply for enrolling if using the enrollment envelope (you may pick this up at your child’s school) if you do not have online access:

1. Grade (6) six: In order to participate in sixth grade sports and activities, you must be covered with either School-Time or Full-Time coverage. You do not need to purchase Full-Time or School-Time Coverage with sports.

2. Grades (7) seven through (8) eight:
   a) If your child is participating in athletics or cheerleading, he/she must be covered by Full-Time or School-Time Coverage with sports. Detach and retain the summary of coverage for your information. You are to turn in your application, payment and completed physical form to the school office.
   b) If you wish to purchase this insurance and your child is not participating in athletics or cheerleading, then choose either School-Time or Full-Time coverage. School-Time coverage ends when school is out in June. Full-Time coverage remains in effect until school begins next year.

3. Sign and date the form.

Coverage begins August 12, 2019 for those participating in competitive fall sports who have submitted an application and money prior to August 12, 2019.

There is no coverage for injury involving any motorized vehicles not designed for public roads or transportation

All questions regarding coverage should be directed to Patrick J. Freiberg, 307-262-5215 (cell), Casper Agent for Student Assurance Services, Inc.

Sincerely,

Patrick J. Freiberg, Student Accident Insurance Agent
NCSD #1 Athletics/Activities Office
STUDENT ACCIDENT INSURANCE

Select the insurance plan to help offset the cost of medical care......
- Direct Deductible Plan
- Full-Time (24 Hour) Accident Coverage
- Dental (24 Hour) Accident Option
- Football Insurance Plan
- Coverage for Interscholastic Sports

SEE DETAILS INSIDE - Dental Accident Plan up to $5,000 for $9

Will you take the time to read this?
Does your child have adequate coverage?
Do you have a deductible or co-pay with your current coverage?
Enrollment Form Enclosed

APPROVED BY YOUR SCHOOL FOR GRADES PK-12

MEDICAL BENEFITS (What the Insurance Plan Pays) - When injury covered by the policy results in treatment by a licensed physician within 60 days from the date of accident, the Company will pay the usual and customary charges (U&C) incurred for covered services as listed below, for charges actually incurred within one year of the date of injury. A specific claim is Medical Benefit of $50,000 per policy year. In (MT and NC, benefits are payable after the deductible per injury is satisfied, the deductible is the amount paid or paid the same injury by Other Valid Coverage). This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than $200. If the covered claim expense exceeds $200, benefits shall be paid first by Other Valid Coverage. This policy is excess in KS, and coverage is primary in MT and NC because of the deductibles, and in ID, IL, SD)

All Amounts Listed Below Are Per Injury

PHYSICIAN’S SERVICES
a) Surgical Care (surgeon, assistant surgeon, and anesthesiologist).................80% U&C, up to $1,500
b) Non-surgical Care (includes physiotherapy performed other than in a hospital, 1 visit per day).............U&C, up to $50 per visit, maximum 6 visits
HOSPITAL CARE
a) Inpatient Care
1) Hospital Semi-Private Room..................U&C, up to $350 per day
2) Hospital Intensive Care..................U&C, up to $1,000 per day
b) Outpatient Care
1) Facility Charges for Day Surgery..................U&C, up to $1,000
2) Occupational Therapy..........................U&C, up to $50
Note: Benefits for hospital and outpatient care charges are limited to services not scheduled under Medical Benefits.

X-RAY SERVICES
(includes charges for reading)..................U&C, up to $250
LABORATORY SERVICES
..................U&C, up to $250
DIAGNOSTIC IMAGING (includes MRI, CT scan, bone scan and charges for reading)........U&C, up to $500
DEAL TREATMENT
(in lieu of all other medical benefits, for repair and/or replacement of each sound and natural tooth)...........U&C, up to $250
AMBULANCE SERVICES
..................U&C, up to $500
ORTHOPEDIC APPLIANCES (when prescribed by a physician for healing)........U&C, up to $250
PRESCRIPTION DRUGS (take home)........U&C, up to $250
REPLACEMENT OF EYEGlasses, CONTACT LENSES, HEARING AIDS
When medical treatment is required for a covered injury)........U&C, up to $250

MOTOR VEHICLE INJURY
Same as any injury, up to $2,500 (in KS, $2,500 limit does not apply)

ACCIDENTAL DEATH AND DISMEMBERMENT
When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.
Loss of Life........$2,500
Double Dismemberment........$10,000
Loss of An Eye........$2,500

EXCLUSIONS (What the Plan Does NOT Pay)
1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a pre-existing condition, blisters, headaches, hermia of any kind, mental or physical infirmity, intoxication, Coumadin, Ritalin, Ambien, or any drug prescribed for the same
2. Illness or injury not paid under Workers’ Compensation or Employer’s Liability Laws
3. Illness or injury not paid under Federal or State Disability, Social Security, workers’ compensation, or any other disability insurance program
4. Illness or injury not paid under Medicare, Medicaid or any other governmental health plan
5. Illness or injury not paid under any other insurance plan used to pay for the same medical expenses

EXCLUSIONS (The Policy Does NOT Pay)
1. Any sickness, disease, injury (unless caused by an open cut or wound), including but not limited to: aggravation of a pre-existing condition, blisters, headaches, hermia of any kind, mental or physical infirmity, intoxication, Coumadin, Ritalin, Ambien, or any drug prescribed for the same
2. Illness or injury not paid under Workers’ Compensation or Employer’s Liability Laws
3. Illness or injury not paid under Federal or State Disability, Social Security, workers’ compensation, or any other disability insurance program
4. Illness or injury not paid under Medicare, Medicaid or any other governmental health plan
5. Illness or injury not paid under any other insurance plan used to pay for the same medical expenses

EXCLUSIONS (The Plan Does NOT Pay)
1. Any sickness, disease, injury (unless caused by an open cut or wound), including but not limited to: aggravation of a pre-existing condition, blisters, headaches, hermia of any kind, mental or physical infirmity, intoxication, Coumadin, Ritalin, Ambien, or any drug prescribed for the same
2. Illness or injury not paid under Workers’ Compensation or Employer’s Liability Laws
3. Illness or injury not paid under Federal or State Disability, Social Security, workers’ compensation, or any other disability insurance program
4. Illness or injury not paid under Medicare, Medicaid or any other governmental health plan
5. Illness or injury not paid under any other insurance plan used to pay for the same medical expenses

HOW TO FILE A CLAIM
1. Notify the school and obtain a claim form immediately. The school will fill out Part A of the claim form if it’s written in.
2. The school or the parent must complete Part B of the claim form. Answer all questions.
3. Submit copies of the student’s itemized bills to the school’s insurance provider. The current school year will be from the date of the current school year. School-Time and Full-Time coverage expires on the first day of school next year.
4. The policy will pay benefits upon receipt of a completed claim form. The policy cannot be renewed.
5. No claim can be completed until all of the above documents have been provided.

NOTE: Student must be treated by a licensed physician within 60 days of the date of the injury. Any claim submitted more than 60 days from the date of the accident, or a reasonable time thereafter not to exceed one year. Itemized bills must be submitted within 90 days of the date of treatment or reasonable time thereafter not to exceed one year.

WHAT KIND OF INSURANCE IS THIS?
This is accident bodily injury insurance. It covers accidental bodily injury occurring while the coverage is in force. Medical illnesses such as ear infections or sore throats are not covered.

WHO SHOULD CONSIDER BUYING THIS INSURANCE?
1. All families with no other insurance
2. Families with other medical or dental coverage having deductibles, copays or coinsurance
3. Our policy applies to payment of all health care expenses

WHY SHOULD MY STUDENT BE COVERED BY THIS INSURANCE?
As a service to your schools, your school provides an opportunity to enroll in a student accident insurance plan administered by Student Assurance Services, Inc. Participation in this plan is voluntary. This brochure describes several coverage and premium options. Please review the entire brochure before making a decision to purchase this insurance or contact us directly with your questions.

WHY IS THE SCHOOL PARTICIPATING IN THIS OFFERING?
Students are particularly susceptible to accidental injury. This plan will help provide coverage for expenses that are not covered by your family medical or dental coverage.

WHY SHOULD I PAY FOR THIS INSURANCE?
This is accident bodily injury insurance. It covers accidental bodily injury occurring while the coverage is in force. Medical illnesses such as ear infections or sore throats are not covered.

WHO SHOULD CONSIDER BUYING THIS INSURANCE?
1. All families with no other insurance
2. Families with other medical or dental coverage having deductibles, copays or coinsurance
3. Our policy applies to payment of all health care expenses

HOW TO FILE A CLAIM
1. Notify the school and obtain a claim form immediately. The school will fill out Part A of the claim form if it’s written in.
2. The school or the parent must complete Part B of the claim form. Answer all questions.
3. Submit copies of the student’s itemized bills to the school’s insurance provider. The current school year will be from the date of the current school year. School-Time and Full-Time coverage expires on the first day of school next year.
4. The policy will pay benefits upon receipt of a completed claim form. The policy cannot be renewed.
5. No claim can be completed until all of the above documents have been provided.

NOTE: Student must be treated by a licensed physician within 60 days of the date of the injury. Any claim submitted more than 60 days from the date of the accident, or a reasonable time thereafter not to exceed one year. Itemized bills must be submitted within 90 days of the date of treatment or reasonable time thereafter not to exceed one year.

WHAT KIND OF INSURANCE IS THIS?
This is accident bodily injury insurance. It covers accidental bodily injury occurring while the coverage is in force. Medical illnesses such as ear infections or sore throats are not covered.

WHO SHOULD CONSIDER BUYING THIS INSURANCE?
1. All families with no other insurance
2. Families with other medical or dental coverage having deductibles, copays or coinsurance
3. Our policy applies to payment of all health care expenses
ENROLLMENT ENVELOPE FOR STUDENT ACCIDENT INSURANCE

Please fill out the attached enrollment information, select the desired coverage, and return along with the correct premium (check or credit card payment information) to address listed below.

NOTE - You can purchase this insurance anytime between the Master Policy effective and expiration dates during the current school year.

REMEMBER TO FILL OUT ALL REQUESTED INFORMATION AND RETURN ALONG WITH YOUR PREMIUM OR CREDIT CARD PAYMENT INFORMATION TO:
Student Assurance Services, Inc.
P.O. Box 196
Stillwater, MN 55082-0196

In order to make coverage effective, please return this completed enrollment form as soon as possible.

DATE RECEIVED ____________________________

ENROLLMENT ENVELOPE FOR STUDENT ACCIDENT INSURANCE

COVERAGE PLANS

Full Time Coverage (Does NOT Include Interscholastic Sports Coverage) $99
Full Time Coverage AND Interscholastic Sports Coverage (Does not Include Football Grades 9-12) $174
School Time Coverage (Does NOT Include Interscholastic Sports Coverage) $16
School Time Coverage AND Interscholastic Sports Coverage (does not include Football Grades 9-12) $91
Football Coverage (Grades 9-12) $250
Extended Dental Coverage (Grades PK-12) $9

DO NOT SEND CASH

TOTAL PREMIUM

Make Checks payable to: STUDENT ASSURANCE SERVICES, INC.
*Please write student’s name on the front of check. NO REFUNDS

DATE RECEIVED BY SCHOOL ____________________________
(Must be dated by a school official)

D-1511-1513

STUDENT ACCIDENT INSURANCE CREDIT CARD PAYMENT FORM

INDICATE PREMIUM SELECTED AND COMPLETE THE REQUESTED ENROLLMENT INFORMATION FOUND ON THE REVERSE SIDE OF THIS FORM.

There is a $.50 Processing Fee added to ALL Credit Card Transactions (does not apply to IN, NC residents)

☐ Please charge $ ______ + $.50 Processing Fee = $ ________ to the following credit card: CB/Visa®, CB/MasterCard®, or CB/Discover®

Credit Card Number ________________________________ Security Code (on back of card, 3 digits) __________________

Card Expiration Date
(Month) ___________ (Year) ___________

Credit card billing will state:
"Student Assurance Services, Inc."

Print Cardholder Name ____________________________ Date _____ / _____ / ______

Cardholder Signature ____________________________

Cardholder Address (Street) _______________________ (City) ___________ (State) ________ (Zip) ________

Telephone Number (___________) ___________________ 

GAA-2203Ed. 11-16

DETACH - Place inside envelope

D-1511-1513
The Internet links thousands of computer networks around the world, giving students access to a wide variety of computer and information resources. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. NCSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Internet access at home will not be mandatory. All laptops have installed software that can be used to download Internet web pages and other online information at school, which can then be viewed offline when the laptops are used off campus. The laptops are capable of connecting to the Internet via cable modem (Ethernet), or wireless network. If parents have a subscription with an ISP, they will be able to connect to the Internet at home using the laptop. Parents and guardians of students should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. For this reason, it is important that parents discuss proper use of the Internet with your student. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Outside of school, parents and guardians of students are encouraged to exercise the same guidance of Internet use as they exercise with information sources, such as television, telephones, radio, movies, and other possibly offensive media. Parents will be responsible for monitoring student Internet access at home.

I, as the parent or legal guardian have read and understand this home Internet use policy. I understand that the district's computing resources are designed for educational purposes. I understand that the laptop loaned to my child has no Internet filtering software installed. Furthermore, I accept full responsibility for supervision when my child's Internet use is not in a school setting.
ACKNOWLEDGEMENT OF RECEIPT
2019 – 20 PARENT / STUDENT HANDBOOK

We have received and reviewed the 2019-20 Natrona County School District Student/Parent Handbook from Midwest School. By signing this form you acknowledge that you have read, understand, and agree to the rules and expectations within.

Student: I agree to follow the handbook rules. I understand that my failure to follow the handbook rules may result in consequences or disciplinary action.

__________________________  __________________________ 
Student Signature  Date

__________________________  __________________________ 
Student Signature  Date

__________________________  __________________________ 
Student Signature  Date

__________________________  __________________________ 
Student Signature  Date

Grade level for Student(s)

Parent: I understand that the handbook rules apply to my student and that s/he must follow them. I understand that my student’s failure to follow the handbook rules may result in consequences or disciplinary action.

__________________________  __________________________ 
Parent Signature  Date

Date Received by School
Checklist:
After reviewing the information please place a checkmark on the line stating that you have read and understand these policies and responsibilities.

Parent  Student

_____  _____ Sexual Harassment
_____  _____ Online Safety Pledge
_____  _____ At Home Internet Policy
_____  _____ Cafeteria Policy
_____  _____ Electronic (Cell Phones) Policy
_____  _____ Dress Code Policy
_____  _____ Bullying Policy
_____  _____ Attendance Policy
_____  _____ Student Rights and Responsibilities
_____  _____ Parent Rights and Responsibilities
_____  _____ Compact
_____  _____ Insurance Information (Packet)
_____  _____ Student Code of Conduct

____________Please sign and return the Wyoming Health Registry form.

____________Please sign and return the Laptop Permission form. (9th-12th)

Student(s) Name: ____________________________________________

__________________________________

__________________________________

__________________________________

__________________________________

Parent Signature:__________________________________________

Date:________________________
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.

I, ________________________________________, am the parent/guardian of

(Parent/guardian name)

____________________________________ and agree that the School Nurse representing

(Student’s name)

(Name of school)

can access this student’s immunization record in the Wyoming Immunization Registry.

________________________________________               ____________________
Parent/Guardian Signature                                                       Date

Public Health Division • Community Health Section • Immunization Unit 6101 Yellowstone Road, Suite 420 • Cheyenne WY 82002
NATRONA COUNTY SCHOOL DISTRICT
PARENT/GUARDIAN AND STUDENT AGREEMENT
FOR LOAN OF NATRONA COUNTY SCHOOL DISTRICT (NCSD) LAPTOP COMPUTER

PARENT (S)/GUARDIAN AGREEMENT
I am the parent/guardian of a Natrona County School District student who is being loaned a laptop computer by NCSD for the current school year. Should my student have 10 or more consistent absences, or within 10 days of the last day of school, whichever is earlier, I agree to return the laptop and its accessories (power adapter, power extension cords, and carrying case) to school authorities in their original condition (good and fully operable). Upon the return of the laptop, I agree to keep the return receipt I will receive. If damages or loss of the laptop and accessories occur, I acknowledge and agree that I may be sued in civil court. I understand that if I do not return the laptop and its accessories as agreed in this document, or if I cannot produce the return receipt, legal charges and/or actions may result.

STUDENT AGREEMENT
I am a Natrona County School District student who is being loaned a laptop computer by NCSD for the current school year. I agree to return the laptop and its accessories in their original condition (good and fully operable), to school authorities should I have 10 or more consistent absences or within 10 days of the last day of school, whichever is earlier. Upon the return of the laptop, I agree to keep the return receipt I will receive. If damages or loss of the laptop and accessories occur, I acknowledge and agree that I may be sued in civil court. I understand that if I do not return the laptop and its accessories as agreed in this document, or if I cannot produce the return receipt, legal charges and/or actions may result.

PARENT(S)/GUARDIAN AND STUDENT
We understand and agree that in exchange for the loan of the laptop computer for educational purposes, it is our responsibility to take the best possible care of the laptop computer loaned to this student by the Natrona County School District (NCSD) and to return the computer and all the accessories on time and in good, fully operable condition. By signing this agreement, we accept the obligation to pay for the full repair/replacement cost within 10 days of notice each time that this student’s NCSD laptop computer is lost, stolen or damaged due to gross negligence or intentional acts. If a laptop is lost or stolen, a police report must be made within 24 hours to activate the investigation and to be covered under the NCSD#1 insurance agreement. This report may be made at the school office or the school’s Security Office during school hours, or at the Casper Police Department over holidays or extended breaks. We understand and agree that refusal to sign this agreement may result in the student not being able to take the laptop computer home, although the student may have restricted use within the school. By signing this agreement, we acknowledge that both parent/guardian and student have completed the online training at www.natronaschools.org.

___________________________________________________________________________________________________
Student’s Printed Name                                          Student’s Signature                                          Grade
___________________________________________________________________________________________________

Parent/Guardian’s Printed Name                                          Parent/Guardian’s Signature                                          Date
2019 – 2020 MIDWEST SCHOOL

*Parent/teacher conferences scheduled by each school*

Parent/Teacher Conferences 11/5/19 & 11/7/19 @ Midwest from 4-7:30 PM
3/24/20 @ Midwest from 4:7:30 PM

Midwest Graduation May 28, 2020 at 3:00 pm

https://www.facebook.com/MidwestSchools
https://sites.google.com/myncsd.org/midwestschool
NATRONA COUNTY SCHOOL DISTRICT
970 N. Glenn Road, Casper, WY 82601 - 307-235-5222
Steve Hopkins, Superintendent of Schools

Consent Allowing Enrollment, Release of Information, Release of Student, and Consent for Person(s)
Other Than Legal Parent/Guardian to Represent Student

Student Name: ______________________ School: ______________________ Grade: ______________________

School Year: _______________ (This release is limited to one school year, including Summer School, if applicable).

Date: ____________ Student’s Parent/Legal Guardian (Circle one):

Name, Relationship, Address and Contact Number(s) for Person(s) Authorized to Receive and Exchange Student Information and to Represent Student on Parent/Legal Guardian’s Behalf: ____________________________

Representation of students for school and educationally-related purposes, exchange of student information and pick up/drop off of students is generally limited to legal parents and legal guardians caring for the student. Therefore, if a student’s parent/legal guardian wishes for another person to attend and participate in educationally-related matters on their behalf, they must complete this form.

As the student’s legal guardian/parent, you have asked that someone other than yourself represent you for educationally-related issues concerning your student including, but not limited to: parent/school personnel conferences, receipt and exchange of student academic, disciplinary, special education, disability, medical/nursing, counseling/social work, legal and/or other information and notifications. You have asked that this person or persons be allowed to deliver the student to school and pick him/her up from school.

The parent/legal guardian and authorized individual agree to the following:
• The authorized person has my (the legal parent/guardian’s) consent to enroll the student in a school within Natrona County School District.
• The authorized person will follow all Natrona County School District (NCSD) rules and policies, including but not limited to student check in/check out procedures.
• S/he will address school personnel with courtesy and respect, following all school personnel requests and instructions. Use of profanity, argument or failure to abide by all school requests is prohibited.
• S/he will respect student confidentiality and limit discussions or sharing of student information to the student’s legal parent or guardian.
• This authorization is revocable at NCSD’s or the legal parent/guardian at any time, with or without cause. Such revocation shall be effective when dated, placed in writing and received by the other party. Revocation shall not invalidate previous acts by the parent or guardian representative.
• Nothing herein prevents the legal parent or guardian from receiving student school information upon proper request.

Liability Release: As the student’s legal parent or guardian, on behalf of myself and my student, I release NCSD from all liability associated with the release and authorization made herein, and I freely and without coercion waive my right to sue or claim against NCSD in any manner for any damage or injury of any type or kind whatsoever which may occur as a result of the authorized person(s) actions or omissions related to my student, regardless of whether such actions or inactions are due to negligence or intentional misconduct. My signature below confirms my waiver and liability release.

I, ________________________________ (Parent/Legal Guardian) authorize ________________________________ to represent me and my student in any and all school-related capacities as noted above.

Legal Parent/Guardian ______________________ Authorized Person(s) ______________________

Witness: ______________________ Date: ______________________ Title: ______________________

August, 2012