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<td>School Cafeteria Meals, School Free/Reduced Meals, School Cafeteria Account</td>
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CYMS Mission Statement
Focusing on our school and district strategic plans, we emphasize high expectations for student learning; we engage students in 21st Century skills; we celebrate achievement; and we create a safe and healthy environment.

CYMS Belief Statement
With respectful, independent members of society as the ultimate goal, together, the CY staff strives to educate, grow, and nurture students in a safe and positive community that provides consistent, as well as, equal opportunities.

The Professional Learning Community of CYMS Provides:
Commitment to Excellence
Targeted Levels of Achievement
Inclusive Environment
Engaged Learners
Focused Interventions
Collaborative Culture

CYMS School Philosophy
CY continues to foster middle school best practice through a teaming philosophy. CORE teams, composed of 4 to 5 teachers each, will instruct students in math, science, social studies, and language arts. A collaboration period (Professional Learning Community collaboration) will be provided for each team. During the collaboration period the teams will focus on individual student needs/growth/achievement, improving school-parent communication, interdisciplinary connections, curriculum alignment to priority standards, development of proficiency scales and common assessments, Multi-Tiered Systems of Support, and planning for activities.

6th and 7th grade programs focus on making a positive and less stressful transition from elementary to the middle level setting. 8th grade will be based on the same interdisciplinary team premise as 6th/7th grades; teams will key in on unique social, emotional, physical, and educational aspects of their grade levels. The goal of 8th grade is to help students make a successful transition from middle school to high school.

Our exploratory/elective teacher teams (E CORE) complement our CORE teams by working together to provide a well-rounded educational experience.
CY Middle School Teaching Staff 2019-2020

CORE Teaching Staff:
6th Grade CORE:

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 6C</td>
<td>Science</td>
<td>Mr. Wilcox</td>
</tr>
<tr>
<td></td>
<td>Social S.</td>
<td>Mr. Miller</td>
</tr>
<tr>
<td></td>
<td>Reading</td>
<td>Mrs. Bunderson</td>
</tr>
<tr>
<td></td>
<td>Lang Arts</td>
<td>Mrs. Pruett</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>Mr. Carlson</td>
</tr>
<tr>
<td></td>
<td>Inclusion</td>
<td>Mrs. Parks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 6Y</td>
<td>Science</td>
<td>Mr. Jungck</td>
</tr>
<tr>
<td></td>
<td>Reading</td>
<td>Ms. Simmons</td>
</tr>
<tr>
<td></td>
<td>Lang Arts</td>
<td>Mrs. Kepler</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>Mrs. Perry</td>
</tr>
<tr>
<td></td>
<td>Social S.</td>
<td>Mrs. Pekuri</td>
</tr>
<tr>
<td></td>
<td>Inclusion</td>
<td>Mrs. Lewan</td>
</tr>
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</table>

7th Grade CORE:

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 7C</td>
<td>Science</td>
<td>Mrs. Beebout</td>
</tr>
<tr>
<td></td>
<td>Social S.</td>
<td>Mr. Mittelstadt</td>
</tr>
<tr>
<td></td>
<td>Lang Arts</td>
<td>Mrs. May</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>Mrs. Woolson</td>
</tr>
<tr>
<td></td>
<td>Inclusion</td>
<td>Ms. McNulty</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 7Y</td>
<td>Social S.</td>
<td>Mr. Brater</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>Mrs. Keller</td>
</tr>
<tr>
<td></td>
<td>Lang Arts</td>
<td>Mrs. Brutsman</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>Mr. Pagett</td>
</tr>
<tr>
<td></td>
<td>Inclusion</td>
<td>Mrs. N Johnson</td>
</tr>
</tbody>
</table>

8th Grade CORE:

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 8C</td>
<td>Social S.</td>
<td>Mrs. Anderson</td>
</tr>
<tr>
<td></td>
<td>Lang Arts</td>
<td>Mrs. Bower</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>Mrs. J Johnson</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>Mr. Stark</td>
</tr>
<tr>
<td></td>
<td>Inclusion</td>
<td>Mrs. Verow</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 8Y</td>
<td>Lang Arts</td>
<td>Mrs. Egan</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>Mrs. Wilcox</td>
</tr>
<tr>
<td></td>
<td>Social S.</td>
<td>Mrs. Schow</td>
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<tr>
<td></td>
<td>Science</td>
<td>Mr. Sybrant</td>
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<tr>
<td></td>
<td>Inclusion</td>
<td>Mrs. Hilde</td>
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Additional Teaching Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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<tbody>
<tr>
<td>Mrs. Auen</td>
<td>Mr. Brazfield</td>
<td>Mrs. Skovgard</td>
</tr>
</tbody>
</table>

Electives/Extensions Teaching Staff:

Career and Technical Education:

- Mrs. Anderson (Hospitality/Foods), Mr. Newman (Manufacturing/Woods), Ms. Rodgers (Engineering/Digital Media/Agriculture)

Gifted Education Programs:

- Ms. Curtis (G/T), Ms. Riley (Destination ImagiNation), Ms. Wilking (G/T)

Fine and Performing Arts:

- Mrs. Bertagnole (Vocal), Mrs. Ortberg (Orchestra), Mrs. Petley (Art), Mrs. Weis (Band)

Foreign Language:

- Mrs. Boehneke (Spanish), Mr. Ruiz (Spanish), Mrs. Cassidy (Russian), Mr. Li (Chinese)

Physical Education/Health:

- Mr. Browning, Mrs. Hagar, Mr. Millay, Mr. Parker

Certified Academic Tutors:

- Ms. Bunker (Math Extension), Mrs. Hill (LA Extension Reading, At-Risk), Mr. Fakelman (Math Tutor), Ms. Stillwell (Read 180, Literacy Tutor), Mrs. Starks (Math Tutor), Ms. Engling (Literacy Tutor), Mrs. Foltz (Financial Literacy)
Mrs. Braughton Principal
Mr. Bower Assistant Principal
Mr. Ready Administrative Manager
Mrs. Bovie Office Manager
Mrs. Ooms Custodian Supervisor
Mrs. Suttee Cafeteria Manager
Ms. Rodabaugh Athletics/Activities Facilitator

Mrs. Maki Guidance Counselor / 504 Coordinator
Mrs. Estes Registrar
Mrs. Ellbogen Special Ed Specialist
Mrs. Rueter School Psychologist / IEP Coordinator
Mrs. McAteer School Nurse
Mrs. Lopez Social Worker
Mrs. Weibel Librarian
Mr. Boehnke Library Clerk

Mr. Church Campus Security
Mrs. Crowe Office Secretary
Mrs. Mahoney Office Assistant
Mrs. Klein In School Suspension Supervision (ISS)
Mrs. Tescher ESP - Student Supervision / Office
Mrs. Jones ESP - Student Supervision / Office

Educational Support Personnel:

Mrs. Barkell Mrs. Brummond Ms. Cloward Mrs. Frerichs
Ms. Forbes Mrs. Helzer Ms. Magee Mr. Morton
Mrs. Neuberger Mrs. Owens Mrs. Rohde Mrs. Skalsky
Mrs. Smith Mrs. Sorter Mrs. Svoboda Mrs. Waugaman
2019-2020 CYMS SCHOOL CALENDAR

First Semester - Fall 2019

August 15  Volleyball sign up 11am-2pm - Cross country sign up 10am-12pm
August 16  Football Equipment checkout 10am-1pm
AUG 19 - OCT 12  Athletic Season 1 (6-8th VB, 7-8th FB, 6-8th XC)
August 20  Athletic Practices Start
August 22-23  WEB Leader Training 8:00am-1:30pm
August 28  8th Grade Schedule Pick Up 3:00-5:00pm
August 29  7th Grade Schedule Pick Up 3:00-5:00pm
August 30  CYMS Office Closed for District Staff Meetings 8:00am-12:00pm

September 2  No School – Labor Day – CYMS Office Closed
September 3  Classes Begin – First Bell is at 7:45am
September 5  Back to School Night 5:30-7:00pm
September 6  Picture Day
September 10  National Honor Society Induction Ceremony 7:00pm
Sept 10-Oct 4  WY-TOPP Interim Testing Window (Fall)
October 7-14  7/8th Girls BB & 6-8th Wrestling sign up during lunch periods
October 18  Picture Retakes - Time TBA
OCT 14 - DEC 7  Athletic Season 2 (7-8th Girls BB, 6-8th Wrestling)
October 31  1st Quarter Ends, Eligibility Check

November 1  No School – Staff Professional Development
November 12  Student-Parent-Teacher Conferences 3:30-6:00pm
November 7-8  8th Grade Music Clinic @ NCHS
November 14  Student-Parent-Teacher Conferences 3:30-6:00pm
November 9  Veteran’s Day Music Celebration
November 15  7/8th Grade Orchestra Concert 7:00pm
NOV 27-29  No School - Thanksgiving – CYMS Office Closed
Dec 2-14  6-8th Nordic Ski & 7-8th Boys BB sign up during lunch periods
December 11  Holiday Concert/Art Walk 7:00pm
DEC 9 - FEB 8  Athletic Season 3 (7-8th Boys BB, 6-8th Nordic Ski)

Dec 19 - Jan 1  No School - Winter Break for Students

DEC 24-25  Christmas - CYMS Office Closed

January 1  New Year’s Holiday- CYMS Office Closed
January 2  Classes Resume (from Holiday Break)
January 9  CY Open House 4:30-6:00pm
Jan 14-Feb 7  WY-TOPP Interim Testing Window (Winter)
January 17  2nd Quarter/1st Semester ends

January 20  No School - Equality Day – CYMS Office Closed
2019-2020 CYMS SCHOOL CALENDAR

Second Semester - Spring 2020

January 21  2nd Semester Begins
Feb 10-14  6th Boys/Girls BB, 6-8th Swimming sign up during lunch periods
FEB 10-March 27  Athletic Season 4 (6th Boys/Girls BB, 6-8th Swimming)
February 4-6  Kinzer Jazz Festival - Casper College
February 12  6-8 Grade Band/Jazz Band Concert 7:00pm
February 14  No School – Staff Professional Development
February 14-15  State Robotics Tournament @ CYMS

March 5  Music Solo/Ensemble & Visual Arts Concert 7:00pm
March 10  Vocal Westside Concert @NCHS 7:00pm
March TBA  6-8 Grade Orchestra/Rockestra Concert 7:00pm
March 23-27  6-8th Track, 6-8th Soccer, 6-8th Golf sign up during lunch periods
March 27  3rd Quarter Ends, Eligibility Check

March 30-April 3  No School - Spring Break
APR 6- MAY 18  Athletic Season 5 (6-8th Track, 6-8th Soccer, 6-8th Golf)
April 5-6  - State Destination ImagiNation State Tournament
April 10  No School - Good Friday Holiday - CYMS Office Closed
Apr 14 - May 4  WY-TOPP Summative Testing Window
April 23-25  Greeley Jazz Music Festival
May 7  6-8 Grade Choir Concert/Art Walk 7:00pm
May 9  Band/Jazz Band Concert 7:00pm
May 14  6-8 Grade Orchestra/Rockestra Concert 7:00pm
May 21  Westside Band Concert @NCHS 7:00pm
May 19-23  Global DI Competition (if teams qualify)
May 25  No School - Memorial Day - CYMS Office Closed
May 28  8th Grade Awards Ceremony - 6:00pm
June 5  4th Quarter Ends – Students Last Day unless Snow Day required
June 7  No School UNLESS a Makeup Snow Day is needed
General Information

Athletic Programs
Football (Excluding 6th Grade), Volleyball (Girls Only), Basketball, Wrestling, Track, Cross Country, Golf, Skiing (NCHS), Soccer, Swimming (KW)

Athletic and Activity Seasons
Extra curricular activity is defined as all approved school performances or competitions in which students voluntarily participate. Athletic Activities - Seasons will be established as outlined by the WHSAA calendar (8th grade) and/or by the District and building event coordinator(s) in the Middle School Athletic Handbook. Cheerleaders – Begins the first day of school. The Code of Conduct applies to those taking part in the following list of activities for twenty (20) school days prior to any extracurricular activity and/or any District/Regional/State or National Events.

Activities and Clubs at CYMS (depending on sponsor availability)
<table>
<thead>
<tr>
<th>Anime/Fandom Club</th>
<th>Annual/Yearbook</th>
<th>Art Club</th>
<th>Band</th>
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</thead>
<tbody>
<tr>
<td>Cheerleaders</td>
<td>Choir</td>
<td>Drama Club</td>
<td>Fitness Club</td>
</tr>
<tr>
<td>FFA</td>
<td>Flute Choir</td>
<td>Geography Club</td>
<td>Jazz Band</td>
</tr>
<tr>
<td>Math Club</td>
<td>Nat’l Jr. Honor Society</td>
<td>Orchestra</td>
<td>Robotics</td>
</tr>
<tr>
<td>Rockestra</td>
<td>Spanish Club</td>
<td>Spelling Club</td>
<td>Student Council</td>
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<tr>
<td>WEB (8th Grade only)</td>
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Athletic/Activity Code of Conduct Letter
An Athletic Code of Conduct Letter (Natrona County School District Board Policy) must be signed by student and parent in order to participate in sports and other co-curricular activities. Please refer to the District portion of this handbook for additional information.

Athletic/Activity Eligibility - Administrative Reg 5300 (5371 Code of Conduct)
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 NCSD and activities eligibility rules of the Wyoming High School Activities Association (WHSAA) 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 NCSD shall govern a student’s activities eligibility requirements while participating in co-curricular and extra-curricular activities aligned with WHSAA sanctioned activities.

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 and extra-curricular sports and 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.
   a. 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.
   b. 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.
   c. 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 with one or more failing grades at the end of a quarter is 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 NCSD.

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. Extenuating 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 standards 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.

**Athletic Physical Examinations**

Students must have a physical examination form on file in the CY Athletic Director’s office prior to tryouts and participation in the athletic programs, cheerleading and dance. Physical statements must be dated after May 1, 2019 to be valid for the upcoming school year. In case of financial hardship, please contact a school official.

**Athletic Insurance**

Insurance coverage is mandatory for anyone who tries for and participates in athletics and cheerleading. Natrona County School District #1 does not carry accidental injury insurance to cover students injured at school.

**Athletic Medical Assistance**

Parents must sign a Parent/Guardian Consent Form For Medical Assistance for athletics in 6th, 7th and 8th grade. Some out of town hospitals will not administer emergency treatment without such consent.
Athletic Seasons
Please refer to the CY website for athletic season information. Students need to turn in all athletic equipment prior to participation in the next athletic season.

Athletic After School Supervision
In room 145, CY provides supervision for athletic participants waiting for practices that start between 2:50 - 4:00 p.m. Once a student elects to leave the building, reentry is not permitted. CY does not assume responsibility for student athletes who choose to leave campus after school and before practice times. Some students choose to walk to Walmart, McDonalds or City Brew for snacks before practice. NCSD #1 and CY Middle School does not provide supervision for student athletes when they choose to leave campus.

Athletes of the Year Award (8th Grade only)
Name of Athlete: Nominating Coach: Grade of Athlete: Season & Sport:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Possible Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Conduct</td>
<td>Awarded for no code violations for the entire year</td>
<td>10</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Maintains eligibility the entire season</td>
<td>2</td>
</tr>
<tr>
<td>Participation</td>
<td>Completes season, school district sponsored sports only</td>
<td>3</td>
</tr>
<tr>
<td>Skill</td>
<td>Determined by coach</td>
<td>up to 3</td>
</tr>
<tr>
<td>Coach</td>
<td>1 point for attitude, 1 point for coachability,</td>
<td>up to 4</td>
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<tr>
<td></td>
<td>1 point for sportsmanship, 1 point for leadership</td>
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</tbody>
</table>

Total Available Points = 22

NOTE:
1. One or more code of conduct violations will result in 0 points for the code of conduct category.
2. Coaches for each grade level will have a mandatory meeting at the end of the sports seasons to finalize results.
3. This award is based only on the current school year. Prior years of participation are not figured in.
4. Coaches will only evaluate players they coach in the current year.

Activity Trips/Non Participant Riders
COREGIS Insurance Inc., is the Property and Casualty insurance carrier for NCSD #1. COREGIS discourages non-participant riders on any activity bus. Non-participant riders includes but is not limited to: parents, friends, relatives, and/or children of the coaches, sponsors, driver, and chaperones on the activity bus. In keeping with the District’s insurance carrier, non-participant riders shall not be permitted to ride to or from activities/sportsing events on an NCSD #1 Activity Bus carrying participants.

Activity Trips and the Return Trip
Students riding to an activity/sporting event on any NCSD #1 Activity Bus shall be required to ride the Activity Bus on the return trip. A participant’s parent(s) and or legal guardian shall be required to provide a written request and a face-to-face meeting with the activity sponsor/coach indicating the student will be returning with the parent. Student participants are not permitted to make the return trip with the parents of a friend or other relatives unless arrangements have been made in writing with the sponsor or coach PRIOR to the Activity Bus leaving for the activity. Permission letters or notes requesting students to depart the Activity Bus at destinations other than the school where the activity concludes will not be honored.

At Risk Students
CY Middle School provides a process for identifying students who appear likely to fail academically. Therefore, the staff and administration of CY in accordance with the Natrona County School District #1 Board of Trustees, understand the need to provide free and appropriate educational services. Those students who may be at risk and need specialized interventions may be provided with one or more of the following services: School Guidance Counselor, Diagnostician, Social Worker, School Nurse, Student Review Team, CWCC
Counselor (Central Wyoming Counseling Center), CWCC Substance Abuse Counselor, intervention classes, AM/PM Bridges, AM/PM teacher support, classroom interventions, and assistance during the lunch periods. Such services address a broad range of "risks" including but not limited to: Drugs and Alcohol, Teen Pregnancy, Suicide, Dropping Out, Illiteracy, Health, Involvement with the Legal System and Victims of Violence. For further information please contact a building administrator, counselor or nurse.

**Attendance/Absence Procedure**

Success in school is dependent upon good attendance. Regular attendance and being on time is expected. Students cannot learn if they are not present to be taught. Students are expected to be in class at 7:55am and will be considered tardy if they are not. When your son/daughter will be absent or late from school, please call 253-2700 as soon as possible that day. A message regarding your child’s absence may be left on the answering machine at any time. If contact is made, no note is necessary the following day and your son/daughter will not need an admit slip. If you do not call, our automatic message will be sent to your designated phone regarding your child’s absence. Please call the school ASAP or send a note with your student to the office when he/she returns. When a student must be excused from school for such matters as doctor's appointments, the student is to bring a written excuse from the parents to the school office before the appointment time. If an appointment is made after the student is at school, the parent must come into the office to pick up their child. If it is at all possible, parents are urged to arrange appointments so they do not conflict with school hours. CY Middle School follows the District Attendance Policy. Meetings with the Principals and the District Attendance Officer will be scheduled when there are concerns.

Students will not be excused to attend high school activities during the school day unless they are participants or have prior administrative approval. Students must be present in school on the day of an activity in order to participate in the activity.

**Please refer to the Natrona County School District Attendance Policy information in the NCSD section of this manual.**

**Attendance Letters Will Be Mailed Home**

Attendance is crucial for student learning. After 5 absences, NCSD requires that a letter will be sent home informing you of such absences, excused or not. A second letter is sent after 10 absences.

**Attendance – State Requirements - Definitions:**

A. *Compulsory Attendance:* Wyoming State Statute W.S. 21-4-102, guardian or other person having control or charge of any child who is a resident of this state and whose 7th birthday falls on or before September 15 of any year and who has not yet attained his sixteenth birthday or completed 10th grade shall be required to send such child, and such child will be required to attend public or private school each year…”

B. *Habitual truant:* W.S. 21-4-103 defines a student as a “habitual truant” if that student has five (5) or more unexcused absences over the course of one (1) school year. W.S. 21-4-106 further requires that all Habitual truant students must be reported to the District Attendance Officer immediately.

C. *Failure to attend:* A student may meet the “failure to attend” definition if they have ten (10) total absences (excused, unverified, unexcused) per semester.

D. *10 Day Drop:* Wyoming statute requires that schools drop students from their rolls after 10 consecutive days of absence regardless as to the reason(s) for the absences. CY makes every effort to re-enroll students back into the same courses/teachers following such a drop. The reasons for the absences are not considered. 10 consecutive excused and/or unexcused absences will result in a student being dropped from CY rolls. Re-enrollment, in most cases may be done immediately upon the return of the child to school.

E. A student who fails to attend the Safe School Suspension Lab as assigned is considered unexcused for the day.
# CY Middle School Community Member Behavior Expectations

<table>
<thead>
<tr>
<th>Cyclones will:</th>
<th>Be Safe</th>
<th>Be Responsible</th>
<th>Be Respectful</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use positive and appropriate language at all times. Follow adult directions the first time given.</td>
<td>- Keep food, drink, and gum in designated areas - Keep hallways clean and dispose of trash properly - Move to class on time</td>
<td>- Stay to the right and be polite - Keep hands, feet and objects to self - Remove hats while in the building</td>
</tr>
<tr>
<td>Hallways</td>
<td>- Use stairways safely - Walk facing forward - Display pass when in halls during class time - Keep your locker combo safe by not sharing with others</td>
<td>- Use the dress code at all times - Bring supplies to class - Be on time to class - Help others follow school rules - Keep food, drink, and gum in designated areas - Water bottles should contain water - Practice academic integrity and honesty at all times - Keep classroom clean and dispose of trash properly</td>
<td>- Be honest and polite - Use appropriate speaking voice and volume - Use kind words and actions - Clean up your area - Respect property (building, lockers, etc.) - Be kind to all group members</td>
</tr>
<tr>
<td>Classrooms</td>
<td>- When leaving room during class time, sign out and in - Use electronics appropriately - Use equipment appropriately (chairs, tables, etc.)</td>
<td>- Clean up your area - Recycle - Have pass for special activities or to go to classrooms</td>
<td>- Line up respectfully - Be polite to those serving you - Have your own money ready - Follow adult requests at all times</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>- Enter and leave in an orderly fashion - Keep all food to yourself - Get adult help for accidents and spills - Stay in your place in line</td>
<td>- Check in politely with pass or referral - Sit in assigned seat - Request a private location if you are upset or emotional</td>
<td>- Sit quietly - Follow adult directions - Keep voice tone low and respectful of others</td>
</tr>
<tr>
<td>Main Office/Student Services</td>
<td>- Enter and exit through front door - Remain in assigned area - Use equipment appropriately (chairs, electronics, and tables)</td>
<td>- Use computers responsibly - Use internet appropriately - Print with adult permission - Keep food, drink, and gum in designated areas</td>
<td>- Wait patiently for your turn - Respect property (yours and others) - Use kind words and actions</td>
</tr>
<tr>
<td>Library &amp; Media Center</td>
<td>- Use equipment appropriately (chairs, electronics, books, and tables)</td>
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<tr>
<td>CY Middle School Community Member Behavior Expectations</td>
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<td><strong>Cyclones will:</strong></td>
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<td>Be Safe</td>
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<td>Be Responsible</td>
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<tr>
<td>Be Respectful</td>
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<tr>
<td><strong>Use positive and appropriate language at all times.</strong></td>
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<tr>
<td><strong>Follow adult directions the first time given.</strong></td>
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<td><strong>Restrooms</strong></td>
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<tr>
<td>- Wash hands with soap and water</td>
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<td>- Use appropriate receptacles</td>
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<tr>
<td>- Place paper towels in trash</td>
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<tr>
<td>- Flush toilet when finished</td>
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<tr>
<td>- Inform adults of vandalism and/or maintenance needs</td>
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<tr>
<td>- Return to class promptly</td>
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<tr>
<td>- Use restroom for its intended purpose</td>
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<tr>
<td>- Enter and leave restroom without bothering others</td>
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<tr>
<td>- Keep restrooms clean</td>
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<tr>
<td><strong>Outside Areas</strong></td>
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<tr>
<td>- Remain within designated areas</td>
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<tr>
<td>- Keep snow, rocks, and all other objects on the ground</td>
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<tr>
<td>- Wear appropriate clothing for the weather</td>
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<tr>
<td>- Stay in designated areas</td>
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<tr>
<td>- Put equipment away</td>
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<tr>
<td>- Use restroom expectations when using locker room</td>
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<tr>
<td>- Use appropriate speaking voice, volume, and</td>
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<tr>
<td>- Respect all property</td>
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<tr>
<td>- Respect each other’s space, lockers, and belongings</td>
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<tr>
<td><strong>Locker Rooms</strong></td>
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<td></td>
<td></td>
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<tr>
<td>- Walk</td>
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<tr>
<td>- Keep hands and feet to self</td>
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<td></td>
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<tr>
<td>- Avoid confrontations and conflicts with others</td>
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<tr>
<td>- Seek adult assistance when problems arise</td>
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<tr>
<td>- Close lockers safely</td>
<td></td>
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<tr>
<td>- Leave floors and benches clear</td>
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<tr>
<td>- Learn your combination and use your assigned locker</td>
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<tr>
<td>- Dress promptly and sit quietly until released to the</td>
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<tr>
<td>- Leave backpack, food and drink, and all electronics</td>
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<tr>
<td>- Respect all property</td>
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<tr>
<td>- Respect each other’s space, lockers, and belongings</td>
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<tr>
<td><strong>Drills</strong></td>
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<tr>
<td>- Talking stops</td>
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<tr>
<td>- Stay to the right</td>
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<tr>
<td>- Walk quickly and safely facing forward</td>
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<tr>
<td>- Follow adult instructions</td>
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<tr>
<td>- Be alert for signs of danger and follow the ALICE</td>
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<tr>
<td>- Use honest and polite</td>
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<tr>
<td>- Use appropriate speaking voice and volume</td>
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<tr>
<td>- Use kind words and actions</td>
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<tr>
<td>- Clean up your area</td>
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<tr>
<td>- Respect property</td>
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<tr>
<td>(building, lockers, etc.)</td>
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<tr>
<td><strong>Bridges</strong></td>
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<tr>
<td>- Use electronics appropriately</td>
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<tr>
<td>- Use equipment appropriately (chairs, tables, etc.)</td>
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<tr>
<td>- Come to your Bridges classroom as soon as you arrive</td>
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<tr>
<td>- Come to your Bridges classroom on time (afternoon)</td>
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<tr>
<td>- Come prepared and ready to work</td>
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<tr>
<td>- Be honest and polite</td>
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<td>- Use appropriate speaking voice and volume</td>
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<td>- Respect property</td>
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<td>(building, lockers, etc.)</td>
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<tr>
<td><strong>Bus Zone</strong></td>
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<td></td>
<td></td>
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<tr>
<td>- Walk at all times</td>
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<tr>
<td>- Remain in designated area</td>
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<tr>
<td>- Stay on sidewalks and be alert</td>
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<tr>
<td>- Follow appropriate loading and unloading procedures</td>
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<tr>
<td>- Keep area clean</td>
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<tr>
<td>- Get on assigned bus</td>
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<tr>
<td>- Upon exiting bus, go to your designated area</td>
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<tr>
<td>- Keep hands, feet, and objects to self</td>
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<tr>
<td>- Wait in line patiently</td>
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Behavior Management Policy

CY Middle School has adopted the MTSS (Multi-Tiered System of Supports) Behavior Model. This model establishes expectations for students and reinforces these desired behaviors with a positive school-wide recognition and reward system. The expectations are continuously taught and modeled for students throughout the school year. This model provides expectations for all students in common areas (hallways, cafeteria, etc.) and specific locations within the building. The primary goal of this program is to reduce discipline issues within the school setting. This model will reinforce positive behaviors already exhibited by the vast majority of students at CY. In addition to the MTSS model and practices being implemented, the goal of CY Middle School is to recognize and protect the individual rights of students and provide the necessary conditions for a safe and orderly environment. The Natrona County School District Discipline Policy will be in effect for students while on school district property and at all school sponsored functions and activities.

School rules are written under the “reasonable person” concept - meaning, any reasonable person would understand the purpose for the rule. When appropriate, teachers and/or administrators will make every attempt to notify and involve the legal guardian with the discipline process except in situations where there is a risk of personal injury or an alleged felony. Procedural and substantial due process will be afforded to all students. The procedure to be followed for disciplinary actions including suspension and expulsion will be governed by the Wyoming Educational Code of 1969, (as amended 1999). Under due process:

A) The student will be informed of the charges against him/her
B) The evidence against the student will be explained to him/her
C) The student will be given an opportunity to explain the situation and/or his/her behavior.

The Wyoming Education Code of 1969 (as amended 1999) states in Section 21-4-306 that “the following shall be grounds for suspension or expulsion of a child from a public school during the school year:

1) Continued willful disobedience or open defiance of the school authority or school personnel;
2) Willful destruction or defacing of school property;
3) Any behavior, which in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety, or morals of other pupils;
4) Torturing, tormenting, or abusing a student or in any way maltreating a student or a teacher with physical violence;”
5) Possession, use, transfer, carrying, or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102(a)(xl) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).

Based on the above, CY students are advised that the District Extreme Discipline Guidelines will be followed:

1) If a student is a) willfully disobedient or openly defiant; b) willfully destroys or defaces school property; c) acts in a manner which is clearly detrimental to the education, welfare, safety, or morals of other pupils; or d) tortures, torments, abuses, or mistreats another student with physical violence, or maltreats a teacher with physical violence, that student may be suspended for a period up to ten (10) days and may be recommended for expulsion and repair/replacement fees may be assessed;

2) If, in the opinion of the administration, a student engages in the behaviors described above in #1, but the administration does not believe the behavior warrants either ten (10) days suspension and/or possible expulsion, the student may be subjected to other, less serious, consequences as described in this handbook and the district discipline matrix;

3) If a student engages in behavior which is in violation of school rules, but does not rise to the level required by state statute for suspension or expulsion, the student may be subjected to other, less serious, consequences as described in this handbook and the district discipline matrix.
Behavior Management Tier One Classroom Level
CY’s CORE “Teacher Teams” will work closely with principals, administrative manager, and the campus supervisor to develop plans to address student behaviors. Students will be advised regarding expected consequences of future misbehavior. Individuals who understand consequences in advance are more apt to choose appropriate behavior and are also more likely to understand and accept the consequences of inappropriate behavior. Our primary goal in the area of discipline is modification of behavior through rewards and possible consequences, not punishment.

Books/Computers/Other Electronics
Students are responsible for books and any other electronic resources checked out to them. Students will be assessed a fine for any lost or damaged items. All records and grades may be withheld if all charges are not paid. Books and computer electronics are expensive and should not be loaned to others. It is in a student's best interest to cover all books and to ensure electronics are maintained in a responsible manner. Personal items brought by the student (e.g. phones, iPods, iPads, personal books, money, etc.) should be secured by the student. CY is not responsible for loss or damage of personal items. If a student is concerned about such items, they may discuss alternatives with CY Administrative Manager or CY Campus Supervisor.

Building - Care of
It is the responsibility of each of us to see that nothing happens to spoil the interior and exterior of CY and its grounds. It is an educational environment that should be maintained for the benefit of all students. This building was financed by the taxpayers, including parents, and the cost of maintaining it is borne by all of us. Damage to the building and to the property is paid for by these taxpayers unless the vandal(s) can be identified. If specific students have been identified as the vandal(s), a fine will be assessed to that student. If the fine is not paid it may affect their final graduation certification.

Cell Phone Policy
- Cell phones may be out or used appropriately during a student’s lunch period, before and after school or between classes.
- Cell phones may not be used during class time at CYMS. They must be OFF AND UNSEEN from the beginning bell to the ending bell of each class period.
- Teachers should send habitual offenders to the office if their cell phone interrupts class in any manner.
- Cell phones are not allowed in gym locker rooms; they must remain in academic hall lockers.
- Cell phones are absolutely not permitted in classrooms during standardized testing. (WyTOPP, NAEP, YRBS, etc.) Students are reminded to leave phones in lockers during assessment windows.
- Phones lost/found within the building are to be turned in to the office.
- CYMS is not responsible for stolen, damaged or lost phones.
- Cell phones from habitual offenders will be taken and kept in the Admin Managers Office until the end of the school day.

Parents are asked not to call their child during the school day. We do realize you may need to contact your student for various reasons. We ask that you call the main number at 253-2700. We can usually get a message to your child within minutes. We appreciate your cooperation. CYMS follows the newly adopted Board Policy and Administrative Regs. regarding cell phones. See addendum in the District section.

Closed Campus
In accordance with Natrona County School District #1 Board policy, CYMS is a closed campus. Students are not to leave the school grounds during the regular sessions of school, including lunch periods. Parents/guardians are the only people who may check their students out of school. Students will not be allowed to leave campus for lunch with anyone except their own parents/guardians. Exceptions may be allowed with PRIOR administrative approval.
Counseling Services
Counseling services are available for CY students. Services include assistance with educational planning, interpretation of test scores, occupational information, help with home and/or social concerns, or any other questions the student may feel he/she would like to discuss with CY’s counselor. Central Wyoming Counseling Center staff are also available. For more information, contact the Student Services office.

Crisis Management
CY Middle School, in cooperation with the Natrona County School District Crisis Management team, has developed contingency plans in the event of the following crises:

- Bomb Threat
- Explosion
- Fire or Flood
- Search & Seizure
- Tragedy Affecting Students or Employees
- Violence (Hostage, Active Shooting, Out of Control Student, Civil Disturbance, Fights)
- Weapons in School

A copy of this Crisis Management Manual is available for public review in the CY office.

A further reminder to parents that:

**All phone numbers on file may be used to communicate by verbal message and/or text for school emergencies and closures. Please make sure the numbers on file are correct. Corrections may be made through the Infinite Campus Parent Portal.**

1. Parents are asked to listen to Casper Radio/T.V. in the event of a crisis as all CY phone lines may be jammed or we may be out of the building.
2. Parents are asked to notify the principal of any circumstances involving a CY student or staff member that could be defined as a crisis.
3. CY building administrations will review pertinent crisis information with all classes during student orientation the first several weeks of school.
4. In addition, students and staff will perform PRACTICE drills for the following: Evacuation Drill, Tornado, Lock Down Drill/Intruder, and Bomb Threat.

Dangerous Items
Weapons or items that can cause harm to others are not tolerated at school. The District Extreme Discipline Guidelines Matrix will be followed for events involving weapons. Such objects or items will be confiscated and, when appropriate, turned over to law enforcement or returned only to parents when they personally visit school. Appropriate discipline, as allowed by school district policy and state law will follow. Parents need to caution children about what should be left at home. For example, possession of any gun, knife, chain, or object which could be considered a dangerous weapon may result in suspension or expulsion. The use or possession of matches, firecrackers, cigarette lighters, or any other incendiary device by students on school property is also prohibited. Students must understand that for their own safety and the safety of others, they should report any dangerous items that they observe at school.

All parents, visitors and volunteers are asked not to bring firearms or other weapons onto our campus. NCSD #1 policy states such items are prohibited and are not allowed in the school building.

Detention Expectations
1) Students are expected to be on time for their assigned detentions and follow all rules and expectations. Morning detentions start at 7:15 a.m. and end at 7:50 a.m. After school detentions start at 2:45 p.m. and
end at 3:30 p.m. (These times may be subject to change.)

2) Students need to have all necessary materials (i.e. books, paper, notebook, pen/pencil).
3) Students are expected to work the entire detention and complete their assignments.
4) Failure to comply with the above points will result in immediate referral to the office where students
will call parents to inform them that their detention is over for the day and that it must be rescheduled
for the next school day.
5) Failure to attend will result in an Office Referral which may lead to further disciplinary consequences.

**Disciplinary Consequences Options**

1) **Student and/or Parent Conference:** via phone or in person.

2) **Individual Behavior Management Plan or Contract:** Developed by school, child, and/or
parent/guardian.

3) **Teacher Detention:** Time can be assigned for before school, during lunch, or after school by teachers
and will be monitored by the teacher in their classroom.

4) **In School Suspension (ISS):** Days or specific periods may be assigned by a school official to the ISS
area.

5) **Safe Schools Suspension Lab (SSSL):** Days assigned by a school official to
district off campus suspension program.

6) **Out-of-School Suspension (OSS):** Days assigned by a school official out of school.

7) **Expulsion:** School board action to exclude a student from school for a period longer than
ten (10) days up to one full year.

**Also, please note that:**

1) If a student lies to a school official during a school investigation, it will be considered a major
disciplinary infraction.

2) In all vandalism cases, restitution for actual damages and/or restorative labor will be assessed.

3) In all discipline cases, the school reserves the right of involving law enforcement as needed.

**Discipline/Suspension from School**

When a student has violated school policies for such things as tobacco products, alcohol, drugs, weapons,
truancy, fighting, etc., or when a student's behavior is such that it is detrimental to the learning environment for
himself/herself and others, the District Extreme Discipline Guidelines Matrix will be followed and suspension
from school may be necessary. There are three types of suspension:

1) **In-School Suspension (ISS)**
   a. Students placed in ISS will be required to do the class work being done in their regular
classrooms. Assignments are submitted to the ISS supervisor by their regular teachers. When
the assignment is completed, it is returned for the regular teachers to grade.
   b. Students in ISS must be off campus by 2:50 p.m.
      i. Students who have not completed ISS assigned to them may practice but may not
         compete in or attend any athletic competition, cheerleading, clubs, dances, or any other
         school sponsored activity.
      ii. Students who have fully completed assigned ISS by 2:40 p.m. may compete and attend
         other school activities immediately.
      iii. If a student also has detentions to serve, he/she must report to the detention room at 2:45
         p.m. and leave the campus by 3:50 p.m. after detentions are dismissed.
   c. ISS is an alternative to being sent home when a student is suspended from school. If the student
does not obey the rules in the ISS room, and does not cooperate by doing the required classroom work, the ISS may be changed and the student will be sent home or referred to SSSL for the remainder of the suspension.

2) Safe Schools Suspension Lab (SSSL)
   a. Students are placed in an off campus suspension program sponsored by the district.

3) Out-of-School Suspension (OSS)
   a. Under serious disciplinary circumstances, out-of-school suspension may occur. When a student is on OSS, he/she may make up missed school work.
   b. Students on OSS, may not be on campus for the duration of the suspension, and may not practice or participate in any school sponsored sporting event or other activity.

Discipline/Law Enforcement Involvement

It is the policy of NCSD #1 that a cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises, or during a school sponsored activity, or to maintain the educational environment. When an emergency situation exists, the school principal may summon law enforcement officials to the school to take a student into custody. Every reasonable effort will be made to contact the student’s parents or guardian immediately.

Displays of Affection

Public displays of affection (kissing, holding hands, arms around others, etc.), whether it is the same or opposite gender at CYMS are not appropriate in the middle school setting. When necessary, disciplinary action can be taken which may include suspension.

Dress Code

The administration and faculty at CYMS follow the NCSD #1 Dress Code Policy. **If a style of dress or grooming is not in compliance with the policy and is disruptive to the educational process or constitutes a threat to the safety or health of students, it will not be permitted in school.** CYMS follows the new District Dress Code Policy and Administrative Regs. See addendum in the District section.

To help everyone understand what “disruptive to the educational process” means, CYMS suggests that you remember the 4 B’s. It is disruptive to the educational process if the 4 B’s are not “adequately covered.” You can probably quickly guess that the 4 B’s refer to “bottoms,” “backs,” “breasts,” and “bellies.” We ask for everyone’s cooperation to collectively provide an atmosphere conducive to learning. If a student does not adequately cover the 4B’s, he/she will be asked to change clothing. It is important to understand that school staff determines if a clothing choice is a “disruption to the educational process.” It is equally important to note that school interpretation of “adequately covered” in an educational setting may be different than what is considered fashionably appropriate in other settings.

Also, as noted earlier, clothing which may be considered a threat to the health and safety of students is also prohibited. For example, clothing which advertises alcohol, tobacco and other drugs is not permitted. Clothing with suggestive or sexual innuendos/logos is not permitted. Chains, spikes, pins or other dangerous items attached to clothing are also not permitted, as these constitute a threat to student safety. Pajamas and slippers are not allowed to be worn to school for health and safety reasons. A long shirt or tunic must completely cover leggings to the mid thigh area. Most athletic shorts are not mid-thigh and do not comply with the District dress code. Longer basketball shorts maybe acceptable.
Writing on one’s skin can be a distraction from the learning environment and is not allowed. Students writing on their own or others’ skin may be giving consequences for the misconduct. In most cases, students will be told to wash off writing on their skin.

The Natrona County School District #1 District Dress Code, provided below, complements the dress requirements as described above. Understanding expectations and working together will allow everyone to have a great 2017-2019 school year.

1) **Outerwear such as coats, jackets, hats, gloves, etc. should not be worn in the building without the consent of administration or classroom teachers.** They should usually be kept in student lockers.

2) Hats and/or hoodies should not be on heads within the building without administration or classroom teacher consent.

3) Shoes must be worn for health and safety reasons. Any shoe or sandal that is unsafe or distractive will not be allowed. Soft-soled slippers are not considered safe footwear.

4) Logos, printed statements, or pictures upon student attire will not be allowed if they are considered a distraction or disruptive by school personnel. Spikes worn as jewelry, placed on backpacks, caps, shirts or other clothing will not be allowed. Attire must not be destructive to school property.

5) **Pants or jeans are to be worn so that they ride above the hips and undergarments are not visible.**

6) School personnel reserve the right to prohibit all forms of dress and appearance which, in their judgment, are a safety/health hazard or are disruptive to the school/learning environment.

**Enforcement:** Students whose dress and appearance do not conform to these standards will be referred to the office. The student will be warned and advised regarding adjustments that must be made. Clothing may be provided to the student, the student may choose to change into other clothing they already have on hand, or a parent/guardian may be contacted to bring other clothes. If the student fails to remedy the problem, parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation. Students may receive consequences for refusal to comply with the requests of school personnel.

**Dress Code – Physical Education**

CYMS Physical Education students, both males and females, will be required to wear a t-shirt with sleeves, appropriate-length shorts, sweat pants or capris and appropriate tennis shoes for these classes. No tights, spandex or leggings are allowed to be worn in PE class. No tank tops or shirts that have been cut out on the sides or armpit area are allowed to be worn in PE class. Male students will not be allowed to "sag" their shorts. Students are expected to dress out daily for class. If your student forgets to bring appropriate clothes, they may borrow appropriate clothes provided by the PE teaching staff. The Physical Education teachers will determine if the student's dress is educationally disruptive and will ask the student(s) to correct the clothing or it could result in an office referral and parent contact.

**Electronic Devices**

Electronic devices will not be used to commit any act which violates any law, policy, rule or regulation. If a student is in violation, the device will be confiscated and given back at day's end. **No electronic devices are allowed in locker rooms. The school is not responsible for loss or theft. Electronic devices are not allowed in any standardized testing rooms.**

**E-Mail**

All students and staff at CYMS are now able to access the Google email system. Students can ask questions of their teachers and/or classmates, and send assignments to teachers. Use this tool responsibly and respectfully.

A. Be appropriate and do not write things that are hurtful or harassing toward others.
B. Do not spread gossip or rumors about other people.
C. Do not create or forward items which include inappropriate words or pictures.
D. Remember that once you send an email you lose control of what others can do with what you have written.
E. Signature lines on all email communication should be appropriate and no more than one line.
F. Students are not to send mass emails.

FERPA / HIPAA Confidentiality
Rights to privacy or confidentiality are among the most cherished rights in our society. FERPA and HIPAA exist to protect the confidentiality rights of students. These rights extend to parents/guardians of minors. At the age of 18, these rights transfer to the student.

FERPA – The Family Educational Rights and Privacy Act
● Enacted in 1974 to protect student official and confidential education records
● Defines education records as all records that schools or education agencies maintain about students
● Applies to all public and private schools that accept federal funds
● Gives the right to review and confirm the accuracy of education records
● Ensures that information can be released, by a written request, only for specific and legally defined purposes

Parent/Guardian Responsibilities and Rights
● May request changes or corrections in writing, according to District policy
● If a request is denied, must be granted the opportunity for a hearing
● If a disagreement continues after a hearing, an explanation of the objection may be inserted in the student’s record

School Responsibilities and Rights
● Must respond promptly to the written requests
● Must decide if the written request is consistent with its own assessment of the record’s accuracy
● If a request is denied, must grant the opportunity for a hearing
● May release “Directory Information” without consent

HIPAA – The Health Insurance Portability and Accountability Act
● Enacted in 1996
● Applies to all public and private schools not already covered by FERPA
● Provides national standards for protecting the privacy of health information
● Covers the confidentiality of the student’s medical information:
  o Past, present or future physical and/or mental health condition
  o Provision of health care to the individual, including past, present or future payment
  o Other information that identifies the individual

Parent/Guardian Responsibilities and Rights
● Gives parents of minors and students 18 years or older, more control over their health information
● Sets boundaries on the use and release of health records
● Empowers individuals to control certain uses and disclosures of their health information

School Responsibilities and Rights
● Prior written consent is required before information can be released
● Sets boundaries on the use and release of health records
● Establishes safeguards that health care providers and others must follow
● Limits release of information to the minimum reasonably needed for the purpose of the disclosure
● Will determine whether the requesting agency or organization is allowed to have the information.

The District may release educational records to other educational agencies providing service to a student without prior written consent. For more information contact Student Support Services.
Authorization for use or Disclosure of Student Health Information
I understand that the Natrona County School District will protect my child’s health information (Form SS-H-06) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and that the information becomes part of the student’s permanent educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I may revoke, in writing, this Authorization at any time.

Fighting & Assault
CY’s policy is that any situation involving a student engaged in physically striking another person in any manner will be investigated and if found to involve intent to harm (assault) and/or mutually combatant behavior (fighting) or hitting back; the parties involved will be interviewed by the Casper Police Department with the possibility of receiving a citation for one or more law violations to include but not limited to: **Assault, Battery, Fighting In Public or Disturbing The Peace**. Students and parents should be aware that regardless of whether or not a student is cited by the Police, the school will follow the District Extreme Discipline Guidelines Matrix and may impose a suspension of up to **ten days (10)**, per incident, in one school year and that multiple incidents of these types of extreme behavior may lead to a recommendation for expulsion. Additionally, students who incite/encourage others to engage in these types of actions (which can include video recordings of the acts/fight) and/or obstructing or otherwise interfering with school officials trying to stop these acts/fights will also be subject to the same consequences of this policy (just as if they were performing the act themselves).

Fund Raising
CY Middle School annually sponsors fundraising drives to raise money for extra needs or enrichment projects. CYMS policy states that:
1. **It is voluntary**, no project or grade is affected for students that do not participate in the fundraiser.
2. **There is no door - to - door selling.** We encourage students to sell to family members, friends, and neighbors.
3. **Students are responsible for collecting and submitting fundraiser proceeds in a timely manner.** If a **product has been delivered, but the student has not turned in funds for their sales, a fine will be assessed to the student for the outstanding balance.**

Grading & Honor Recognition for Grades
NCSD is currently working on grading policies for elementary and secondary students that will require grades to be a reflection of academic progress toward the standards and not behaviors.

**Administrative Regulation**

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While grades (including other forms of reporting performance) may be useful as rewards and indicators of effort or task completion, their primary function is to report student proficiency and knowledge. They should convey accurate indications of past performance, effectively express current performance, and be reliable for predicting a student's success during the next stage in learning. Parents should be provided an accurate assessment of their child's ability to understand and apply the curriculum content for their grade-level or courses.

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<tr>
<th>Tier 1: Student Evaluation/Grades</th>
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<td>◊ Teachers must use a grading system approved by building level administrators. The grading process must not violate Wyoming or Federal Rules or statutes or NCSD #1 policies.</td>
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Teachers may assign grades using a traditional grading scale:

**Traditional Grade Scale**

- **A-Excellent** 90-100%
- **B-Above Average** 80-89%
- **C-Average** 70-79%
- **D-Below Average** 60-69%
- **F-Failing** 59% and below

The grading system should also include how the final grade for the semester or course is determined. For example:

- **1st Quarter** 40%
- **2nd Quarter** 40%
- **Semester Test** 20%
- **Total** 100%

**Reporting Student Progress to Parents** *(Replaces Board Policy 6320)*

There are four major ways in which our schools communicate the student’s progress and achievement in school: report cards, progress reports, conferences, and other written reports.

Reports to parents are made available through the internet Parent Portal a minimum of four times a year, e.g. once each quarter. The system provides a standard report card. Schools may, using shared decision making procedures, develop an addendum to the standard report card that reflects their specific educational program.

Schools shall follow state regulations and district procedures regarding the reporting of student progress toward meeting district and state standards.

Schools shall report student progress toward the standards at each parent teacher conference and shall provide a summative report to parents with a copy being retained in the permanent records at the conclusion of the school year or course. This system provides a standards-based performance report for this purpose.

**Procedure for Changing of Grades and Grade Appeals by Students or Parents** *(Replaces Administrative Regulation 6330)*

The person most qualified to assign grades and/or standards performance levels is the classroom teacher. There may be situations when an assigned grade/level may be questioned: in those cases the following procedure should be followed. The purpose of this regulation is to resolve grade disputes in a timely manner that allows the teacher, the student, and the parent(s)/guardian(s) a right to appeal. However, the timelines of this procedure may be waived, if such action is mutually acceptable to all parties if there are mitigating circumstances determined by the Superintendent or designee. The timelines shall be modified as necessary to accommodate vacation, work, or college schedules of the student, parent(s)/guardian(s), teacher, or principal. All meeting(s) in an appeal process shall be held at a time mutually acceptable to the parties involved.

- As a first step, parent(s)/guardian(s) and/or student(s) are encouraged to meet with the teacher to discuss concerns about grades or grading practices.
- Challenge(s) to grades shall be filed with the principal or designee within twenty (20) student contact days of the student receiving the grade, except during the summer. Due to summer schedules and timeliness of appeals, appeals of grades for the spring semester must be filed twenty (20) calendar days after the grades were distributed.
- A principal of a school, or his/her assistant principal as designated, shall be responsible for receiving and handling grade-change requests. Within five (5) student contact days of receiving notice of a grade appeal,
the principal or designee will schedule a meeting of the teacher who gave the grade, the student, and the parent(s)/guardian(s) of the student for the purpose of resolving the grade change request. If the teacher who assigned the grade, the student, or the parent(s)/guardian(s) do not concur with the resolution proposed by the principal, either party may appeal the decision by filing a written request to that effect with the Superintendent within five (5) days of receiving the resolution proposed by the principal. If there is no agreement on the resolution the teacher assigned grade remains in place until the appeal process is concluded or the teacher agrees to the change in writing.

The Superintendent shall schedule a meeting within five (5) days of receiving the appeal. The meeting does not need to be conducted within this five (5) days time frame, but shall be conducted as expeditiously as feasible. The Superintendent shall conduct the meeting or the Superintendent may appoint a panel of teachers and others to participate in the meeting and make a recommendation to the Superintendent.

After evaluating the reasons for the proposed grade change or reviewing the recommendations of the panel, the Superintendent shall approve, disapprove, or modify the proposed grade change. The Superintendent shall not approve a proposed grade change unless he or she finds that:

a. The teacher was not using a grading procedure approved by the building level administrator.

b. The grade or grading process violates Wyoming or Federal rules or statutes or NCSD #1 policies.

c. The proponent of the grade change has met the burden of demonstrating that the challenged grade was not assigned in accordance with the teacher's established grading procedures.

The Superintendent shall render a written decision with rationale for the decision no later than 10 (10) school days after the hearing. A copy of the decision shall be delivered by the Superintendent, or designee, to the student the parent(s)/guardian(s), the teacher, and the principal.

The decision by the Superintendent regarding the grade appeal is final.

**Evaluation of Students – Report Cards**

Report cards are issued after each grading period. Grades are always accessible through the Infinite Campus Parent Portal. Each report card contains an academic grade and may include a comment code.

A. **Academic Grade**

   - Grade of A: Excellent (100 to 90%)
   - Grade of B: Above Average (89 to 80%)
   - Grade of C: Average (79 to 70%)
   - Grade of D: Below Average (69 to 60%)
   - Grade of F: Failing (59% and below)

B. **Mid Quarter Grade Reports**

School wide mid-quarter progress reports will be given at the approximate midpoint of each nine-week grading period. These reflect the student's progress and are not permanent grades. It is hoped these mid-quarter checks will allow students to monitor success in their classes.

**Habitually Disruptive Students**

The following procedures will be put into place for a CYMS student who is found to be “Habitually Disruptive” (5 or more incidents):

1. An At-Risk Assessment (ARA) will be completed and interventions will be put in place following our Multi-Tiered Systems of support philosophy.

2. A behavior contract detailing specific behaviors and the corresponding interventions/consequences for continued misbehavior will be developed.
3. The parent will be notified in writing of the “Habitually Disruptive” designation through the student’s behavior contract.

Harassment/Retaliation/Sexual Harassment
It is the policy of Natrona County School District #1 to create a learning and working environment that is free from sexual harassment and any type of harassment. Therefore, Board Policy Code 4170 prohibits any form of sexual harassment and any form of retaliation related to one’s rights to pursue/defend/present evidence regarding a sexual harassment complaint. Sexual 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. {Board 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.}

The District will investigate all reported complaints, verbal or written, regarding sexual harassment or retaliation related thereto. The District will act to discipline students/employees who sexually harass or retaliate against students/employees. {The District will take sexual harassment/retaliation complaints seriously, will properly investigate them, and will act to discipline violators.} Comments and/or slang language towards same gender relationships may be considered sexual harassment.

Honor Rolls
A) Principal's Honor Roll - A student who achieves a 3.8 - 4.00 GPA for a nine-week grading period in all subjects which meet five days per week will be placed on the principal's honor roll.
B) First Honor Roll - A student who achieves a 3.5 - 3.79 GPA for a nine-week grading period in all subjects which meet five days per week will be placed on the first honor roll.
C) Second Honor Roll - A student who achieves a 3.0 - 3.49 GPA for a nine-week grading period in all subjects which meet five days per week will be placed on the second honor roll.

GPA stands for grade point average. A GPA is computed as follows: a grade of A is valued at 4 points, a grade of B is valued at 3 points, and a grade of C is valued at 2 points. Students who receive a grade lower than a C will not be eligible for any honor roll.

Permanent Honor Pins are awarded to eighth grade students who have met the scholarship requirements over the three years in middle school. In order to earn the permanent honor pin, the student must: (1) have been on the Principal's or First Honor Roll a minimum of two times in each grade and (2) have been on the Principal's or First Honor Roll a total of seven times in all three grades.

Homework
During each class period, a portion of the class time is normally devoted to supervised study; however, some work at home may be required in order for students to be adequately prepared. Part of the educational process is development of the ability to work independently. Success in school work depends on it.

Hours for School
CYMS front doors are opened at 7:15 a.m. and are locked at 4:00 p.m. each day. CYMS Office hours will be 7:15 a.m. to 3:45 p.m during the school year except during holidays. Holiday and summer hours for the office will be 8:00 a.m. to 3:00 p.m. The school day is 7:45 a.m. - 2:40 p.m. At the beginning of the day students may wait in the cafeteria, outside east courtyard, or the library until the bell at which time they may go to their lockers and prepare for first period. Teachers are on duty and available to help students by 7:30 a.m. each day. Students wishing to go to a teacher's room before or after school must have a Pass.
Supervision of students before school will begin at 7:00 am and after school until 3:30 pm. Parents or guardians are strongly encouraged to drop students off after 7:15 am and pick them up before 3:30 pm because outside of these times direct supervision will not be available.

**Inappropriate Photographs/Images**
Inappropriate photographs or images are not allowed in any format at CYMS. Depending on the image, even of oneself, it may be illegal to have in one’s possession. Images and /or the devices that contain the images (to include personal items such as cell phones) may be confiscated and held for investigation. If the images are deemed illegal, the parties involved will be contacted by the Casper Police Department and will be in jeopardy of receiving a citation for law violations. Students and parents should be aware that images of minors with specific private areas blurred or covered with “stickers” may still be considered illegal. Regardless of being cited by the police or not, the school may impose a suspension of up to ten days (10) per incident in one school year. Multiple incidents may lead to a recommendation for expulsion.

**Injury/Illness**
A student who does not feel well, is to notify a teacher who will then refer the student to the school nurse. Before sending a child home, the nurse will notify the parents. The nurse will care for an ill student until the parents are able to take the child home. A student who is present is NOT to leave school without being checked out by an authorized individual through the school office.

**In School Suspension (ISS)**
ISS student expectations are noted below. If appropriate behavior is not maintained in ISS any student may be sent home for the remainder of the school day, suspended for a longer period, or be referred to SSSL to complete the suspension. Expectations include:

1) Students are expected to be in their assigned seats before the tardy bell begins to ring (7:55 a.m.).
2) Students need to have all necessary materials (ie. books, paper, notebook, pen/pencil).
3) Students are expected to quietly ask for adult attention when needing help.
4) Students are expected to work all period and accomplish the tasks assigned to them in a satisfactory manner and in a reasonable amount of time.

**Internet Usage**

1) Transfer accumulated e-mail or other research files from the file server to a flash drive in order to save storage space.

2) Use of the Internet is a privilege and not a right. Misuse may result in disciplinary action and loss of this privilege. CYMS’s progressive disciplinary process requires that:
   - Due process is afforded.
   - Discipline is progressive and designed to modify future behavior.
   - Privacy of student and staff files is respected; however, CYMS retains the right to search and retain such files if the building principal has reason to believe the files contain information regarding the violation of law, board policy, or building regulations.

3) CYMS will make every effort to guide, monitor, and supervise student use; however, it cannot be responsible for direct supervision of every student all of the time. CYMS is under no liability for Internet use, unauthorized by the school. Parents should also discuss what they consider acceptable use with their children.

4) Regarding plagiarism, CYMS students and staff will give credit where credit is due.
5) Student and staff safety is of paramount importance.

6) One must always keep in mind that:

➢ **You’re never alone.** Always be aware that while on the Internet, your actions can be seen by others on the network.

➢ **Privacy is relative.** There is no such thing as “absolute privacy” on the Internet. Always be careful of what they “say” and how you say it.

➢ **Don’t believe everything you “hear”**. Exercise caution when communicating online with other users. You can’t be sure whether anything “said” is true or false. Also remember that you have no way of verifying certain characteristics (e.g., age, gender) as you can when communicating person-to-person. Err on the side of caution and don’t be quick to extend trust online.

➢ **Don’t “talk” to strangers.** This is particularly important online where almost everyone is unknown. Don’t give out any personal information. Also do not give out such information on fellow CYMS students or staff members.

**Library/Media Center**
The CY Library is open from 7:15 a.m. - 3:30 p.m. daily when classes are in session. The library is a quiet study area before and after school where students can read, check out materials, complete assignments, or use computers. Library computers will not be used to access chat rooms or email (see Computer and Online Acceptable Use Agreement). Students are responsible for all materials checked out to them and will pay for lost or damaged items.

**Lockers/Right of Search**
Lockers are the property of Natrona County School District #1 and are on loan to the student to which they are assigned. Locker combinations or locker use should not be shared with other students in order to protect the contents of the locker. Personal locks may not be placed on lockers. Students are not to write on or deface lockers in any way. Violations will result in paying the cost of repair or cleaning, and possible disciplinary action. Principals or designated personnel are authorized, in the course of carrying out their duty of maintaining school discipline, to conduct a search of a student's person. This includes the student's locker or any other area on school property if the investigating staff member has a reasonable belief that a student has stolen property, an illegal substance or weapon, or has reason to believe the student has violated any law, board policy, or building regulation. Lockers may be searched at any time by a principal or designee.

**Lost and Found**
Clothing and large lost articles that are found are placed in the Lost and Found Carts in the Commons area. Small items (glasses, jewelry, keys, etc.) and electronics are turned into the office. The student who loses items should check with teachers, look in their classrooms and/or gym areas, Lost and Found carts, then with the school office. **CYMS is not responsible for the loss or theft of personal property at school.** Any unclaimed items at the end of each quarter will be donated to a charitable organization. Do not bring unnecessary items to school.

**Make-up Work**
1. Make-up work is the responsibility of the student. Students, upon their return to school, are to contact their teachers and make arrangements for turning in their work.
2. A student will be allowed two days to make up his/her work for each day he/she was excused from school.

3. 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.

4. Tests:
   a. If announced prior to an absence, the test is to be taken upon the student's return to school, or at the discretion of the teacher.
   b. It must be taken within a week after return.
   c. Make-up tests may be taken before or after school, or at the teacher's discretion.

5. Prearranged absence:
   a. The work is due before the student leaves, or
   b. It is due on the day of return, or
   c. At the discretion of the teacher.

6. Athletic, music and other school excused absences:
   a. The student must ask for the make-up prior to the absence and be prepared to continue with the class on the day of his/her return.
   b. See #5 above.

7. Suspended student: will comply with 4a, 4b, 4c, and 5b, or 5c.

8. Incomplete on report card: Two weeks will be granted to make up the work; thereafter, a grade of F will be recorded on the Report Card.

These are minimum standards: Extenuating circumstances will be reviewed and considered at the discretion of the teacher.

Medication
In fairness to those giving the medications and for the safety of your child, the District Medication Policy must be strictly followed. We ask this, not to make things difficult for you, but to ensure the health and well being of all students. The only way medication can be given at school by authorized CYMS staff is with the school medication form filled out, signed by the physician, and the medication in the proper original container. Please remember this form MUST be renewed each year. Forms may be picked up in the nurse's office or main office anytime. If this documentation is not in place and a student needs medication, a parent or guardian must administer such medication. Students are not allowed to carry any type of medication with them (this includes cough drops) unless specifically ordered by a doctor.

Most Representative 8th Grade Boy and Girl of the Year Awards
The American Legion and Auxiliary award one male and one female Most Representative 8th Grade Boy and Girl. Qualities upon which each nominee is rated:

1. Patriotism (30 points): Respect to the flag and other symbols of our country; encouragement of community service and civic betterment; protection of public property.
2. Honor (10 points): Strength and stability of character; keen sense of what is right; adherence to truth; conscientious devotion to duty; practice of clean speech.
3. Scholarship (20 points): Scholastic attainment; evidence of industry and application to studies.
4. Leadership (20 points): Ability to lead and to accomplish through group action.
5. Courage (10 points): Bravery in the face of opposition and danger; grit to stand up for what is right and to do one’s duty.
6. Service (10 points): Kindliness; unselfishness; fellowship; protection of the weak; and promotion of the interests and welfare of associates without hope of personal reward.

The Principal’s Award, using the same criteria, is awarded to the first runner ups for the American Legion Most Representative Boy and the American Legion Auxiliary Most Representative Girl.

All CY Staff are asked to participate in the nomination process, as students are evaluated on all three CY years attending CYMS.
National Junior Honor Society
The National Junior Honor Society is a school organization for outstanding 8th grade students. The purpose of the chapter shall be to create enthusiasm for superior scholarship; to develop citizenship; to stimulate a desire to serve; to promote leadership; and to instill exemplary qualities of character. Membership in the chapter is based on scholarship, character, leadership, citizenship, and service. Membership however, is more than an honor. While it carries certain privileges, it also incurs a responsibility and obligation to continue to demonstrate the outstanding qualities that resulted in the selection of the members. (No one will be allowed to remain a member in good standing unless he or she has attained the required 15 points per year. The number of points possible will vary each year, as they will be determined by the various projects and activities the members of the organization choose to pursue. However, many more than the required number of points will be available to members).

The CY Chapter of the National Junior Honor Society is called Cosmos. To be eligible to be considered for membership by the CYMS Faculty Council, a student must earn the Principal's or First Honor Roll recognition four quarters during the year.

Parent Conferences
Our scheduled Parent Teacher Fall conferences occur in November. Any time during the school year a teacher may contact the parent/guardian when he/she feels a conference is needed. Parents/guardians are encouraged to contact teachers about any matters concerning their children and may request a meeting with teachers at any time as well.

Parent Internet Portal
Parents can check grades, attendance, and other information regarding your child through an internet program called Infinite Campus. Parents must also update phone numbers, home addresses, etc. through the Parent Portal. Please be sure to complete the Online Registration Release section (OLR Release Agreements tab) for Directory Opt Out, Field Trip permission, Media releases, and Technology Agreements. If you have not yet set up your portal access, please call the Infinite Campus Help Line at 253-5306 for assistance.

Parents Rights to Records
Parents are assured that CYMS and NCSD #1 will maintain the personally identifiable education records of their child in confidence and that only persons authorized by CYMS or NCSD #1 as having legitimate interest in the records will have access to the same. Parents are granted full and free access to all information which is collected and maintained regarding the identification, evaluation and placement of their child, and the provision of a free, appropriate, public education. Access to the records must be granted to the parents before any IEP meeting or due process hearing and in no case more than 45 days after the request has been made.

Parents have a right to an explanation and interpretation of the records by the district or building records officer or designee and to have their representative inspect and review the records. Copies of records will be given to parents or eligible students at no cost when failure to provide them would deny their right to inspect and review. Parents also have the right to copy, at their own expense, any information contained in their child's records.

CYMS and NCSD #1 may presume that either parent of the student has authority to inspect and review the educational records of the student unless provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation or custody, which provides to the contrary.

Parents have the right to request that inaccurate or misleading information be amended or taken from their child's educational records if they believe that the records contain information that violates privacy or other rights of the child. CYMS and NCSD #1 shall act on such a request within a reasonable time. Should CYMS or NCSD #1 refuse such access, the parent will be informed in writing of their right to a hearing. As a result of a
hearing, if the decision is made to retain the records, the parent has the right to insert a statement in the records, commenting on the information in question. The parent's comments become part of the record for as long as the record is maintained.

**Prearranged Absences**

Students planning on being absent will be given the opportunity to make up work in advance. These requests should be made approximately one week in advance to allow the teacher enough time to prepare assignments and for the students to complete the assignments. The student should bring a note to the office and the office will give a form to the student to take to each class for the teacher's signature. When the form is completed, the student should return it to the office.

**Program Contacts**

1. 504 Coordinator – Carrie Maki, Guidance Counselor – 253-2616
2. IEP Coordinator – Ingrid Rueter, Psychologist or Crue Ellbogen, Assistant – 253-2700
3. Title IX Coordinator (See Non-Discrimination Addendum) – Valerie Braughton, Principal – 253-2700
4. Free/Reduced Meals – Linda Suttee, Cafeteria Manager – 253-2635
5. Athletics – Susan Rodabaugh, Athletic/Activities Facilitator – 253-2639
6. Food for Thought Coordinator – Carrie Maki, Guidance Counselor – 253-2616

**Scent Sensitive Campus**

CY is a scent sensitive campus. Please encourage your child from wearing heavily scented perfumes or colognes. Please choose wisely for personal care items for PE.

**Schedule Changes**

Students wishing to withdraw or transfer from one class to another should make an appointment with the counselor. Changes will not be automatically granted because the school must consider scheduling conflicts, class size, etc. A parent/guardian's approval must be given before any schedule change can be considered. Student Services has up to 10 days from the start of each quarter to implement or deny requested changes.

**School Cafeteria Meals**

Lunch money may be pre-paid to a student’s meal account at [myschoolbucks.com](http://myschoolbucks.com) for future use. Students will be notified daily when their account is low when they go through the line. The meal cost and/or ala carte items will be deducted from their account. **Students not receiving federal meal benefits are allowed to charge only up to $10.00 or 3 meals. Students receiving reduced benefits may charge up to $5.00. Ala carte items may not be charged. Staff may not charge meals.**

**School Cafeteria Meal Prices (subject to change):**

- **Full Pay:** Breakfast - $1.90  Lunch - $3.00
- **Reduced:** Breakfast - $ .30  Lunch - $ .40
- **Adult:** Breakfast - $2.35  Lunch - $3.90

**School Free/Reduced Meals**

The federal government subsidizes a program for students to receive either free or reduced meals, depending on the family income. Students who might qualify for this service must **fill out a new application each year before the third week of October (by the Friday of the second week of October).** Please complete the application online. If you do not have internet services, you may come to the Library to utilize our computers. If applications are not processed by this date, the student will be charged full price until the application is approved. Previous charges can’t be reduced retroactively and parents are responsible for these expenses.
Students who qualify for free or reduced meals are allowed one breakfast and one lunch per day. Any student receiving free/reduced meals purchasing a second meal or additional food must pay full price in cash. **If they are caught abusing the program** (for example: eating two lunches per day or buying food for another student) they can be rejected from the program permanently.

**School Cafeteria Account Payments/Balances**
NCSD #1 requires that the full amount of checks be deposited on the students’ lunch account. Checks can’t be cashed so the student can have juice money, money for other projects, or their “allowance”. If a credit balance exists on the account at the end of the school year, it will be carried over to the following year. Outstanding balance notifications are sent monthly via notes, email, or letters. Refunds will be given only with a note from the parent/guardian.

**School Cafeteria Expectations**
Students please recognize the following lunchtime expectations:
- Students bring your coat daily if planning on going outside after eating.
- Lunch charges are available only once, then an alternate will be provided.
- Students will eat in the lunchroom/Commons area.
- Any student leaving the cafeteria, must have a PASS to do so. However, if the library is open they may request permission to go to this area without prior arrangements.
- After eating, all trays and utensils will be placed at the cleaning station window.
- All waste will be cleaned up from the eating area (i.e. tables, floor, and benches) and placed in the trash barrels.
- Students may purchase school meals or bring a sack lunch from home. Please be aware that staff are not allowed to heat items for students and students may not utilize microwaves, ovens, etc. for this purpose.
- Sunflower seeds are to be left at home.
- Due to the impreciseness of deliveries, unavailability of students, and payment difficulties, **commercial deliveries (such as pizza) are discouraged at the school** unless it is arranged by a CYMS staff member with prior office approval.
- All food and drink must be consumed in the cafeteria. Food and drink are not allowed outside.
- Adults will be available for students to ask questions or obtain permission to use the phone or facilities outside of the cafeteria.
- Students are encouraged to seek one of the adults as needed.
- All staff and students are expected to treat each other with respect.
- All phone use is limited to one person at a time in the office.

**School Cafeteria Menu**
Students are offered 4 choices every day. We offer the same thing on the bar line for 1 week, such as nachos, tacos, salads, breakfast, etc. The entree and alternate choices change every day. Breakfast is also offered each morning between 7:30 and 7:45 a.m. Three choices are also offered for breakfast, plus juice, and milk. If your child cannot drink milk, please provide a doctor’s note so we can provide juice. All meals are prepared on site each day and ready-to-serve foods are cooked prior to each lunch time. Each school receives their supplies and menus from the District.

**Skateboards/Skates/Heelys**
Unfortunately, because of both liability and safety concerns, students may not use skateboards, inline skates, and heelys (shoes containing wheels) or other similar items while on the CYMS Campus.

**Student Drop-off/Pick-up**
Parents, please drop off students on the south side of the building via Cyclone Drive. **Do not drop off or pick**
up your child in the north bus area unless it is after 3:15pm. As traffic gets congested, please pull up as far as you can to drop off your child. Pull up past the crosswalk when it is not occupied (please don’t block the crosswalk). If everyone pulls forward, 13 cars can unload passengers at the same time and traffic will move quicker through the loop. Students are to enter the main foyer/office door on the southeast corner of the building on the parent drop off drive. Students may enter between 7:15-7:45 a.m. For the safety of your child and others, do not cut through the parking lot to drop off students. Drive slowly and be aware of students walking between vehicles. Please be patient with everyone; each person in the loop is dropping off or picking up a child and has somewhere to go. Allow yourself extra time for the loop traffic congestion.

Student Expenses
Below is a partial list of fees or fines that may be assessed to students. Students in project-based classes (Manufacturing, Engineering, etc) are only assessed material fees for extra projects that the student wants to complete that are outside the classroom curriculum. Computer damage fines are assessed on an individual basis after an administration review.

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Fee Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFA dues</td>
<td>$20.00 per year or participate in fundraisers</td>
</tr>
<tr>
<td>FFA uniforms</td>
<td>$59-$62.00</td>
</tr>
<tr>
<td>Cheerleader uniforms</td>
<td>$30-$75</td>
</tr>
<tr>
<td>Book damage/replacement (Library/text @book)</td>
<td>$5-$120.00</td>
</tr>
<tr>
<td>Vandalism</td>
<td>$ Cost of repair/replacement</td>
</tr>
</tbody>
</table>

Student Injuries
Whenever a student is injured at school, he/she must immediately report this fact to the teacher, coach, school nurse or other appropriate office staff. It is advisable to have some form of insurance to protect against financial loss as a result of an injury. The school does not carry accident insurance for students.

Student Transportation
Student wishing to ride a bus with another student after school must make arrangements through the District Bus Hub with 48 hours notice. Due to the changes in the District bussing system, the school office no longer approves such requests.

a) Please keep in mind that buses are very full of registered students. Therefore, at any given time a bus driver can reject a non-registered student and tell them at this time they are not allowed to ride.

b) One final note of importance: This is NOT general transportation for sleepovers or to go to a friend’s house. If that is the reason for riding, please make other arrangements.

Supplemental Academic Help
All teachers are most anxious to offer additional help when you need it. This is an opportunity for you and should never be looked at as punishment. Request help from your teachers when you need it. Demonstrate to them that you are making every effort to understand your assignments and that you are putting forth effort to resolve your questions. If you make an appointment with your teacher, he/she will make every effort to help you. Check with your teacher and inquire about his/her time schedule and what time would be best.

Tardy Expectations
It is imperative to a student’s success that they arrive at school and all classes on time. A student is tardy when they are not in the classroom when the bell rings. Students are expected to be in the classroom for the start of the day at 7:55am. If a student comes to class unexcused, the teacher will mark that student tardy in Infinite Campus, document parent contacts in Infinite Campus, and may issue a detention on any of the first three (3) tardies. At five (5) tardies, the teacher will involve the office and continue to contact parents with concerns.
**Telephones**
An office telephone may be used during the regular school day for calls with a pass from the classroom or after permission has been granted by office personnel.

**Truancy Policy**
When it has been determined that a student has been truant or has an unexcused absence from school, an attempt will be made to notify parents. Consequences may include conferences with student and/or parent, loss of credit for time and work missed, detentions, suspension, possible expulsion, and referral to the District Attorney’s Office.

**Valuables**
Each student is requested not to bring large sums of money or items of great value to school. If a student must do so, then valuables should be checked in with the School Office Manager for safe keeping during the day. CYMS is not responsible for lost or stolen valuables other than what is checked in to the office. Before going to the dressing room for P.E., the student would be wise to place valuables in the corridor locker; however, it is not wise to place valuables in the corridor locker all day. By virtue of placing valuables in one's locker, it demonstrates one good reason why the student should not reveal the combination or allow other students to use his/her locker.

**Vapor / “Vape” or E-cigarette Products**
Any vaping items in any form (such as, but not limited to: E-cigarettes, Vape pens, Vape juice, Vaping accessories and JUULS) are not allowed on school grounds. Even though it is not illegal for minors to possess some of these items, they are considered contraband and will be confiscated. Furthermore, students in possession of or responsible for the items at school may be given school consequences. If any of these products are found to contain nicotine or drug related substances, the parties involved will be contacted by the Casper Police Department. Citations could include: **Minor in Possession of Tobacco Products, Drug Possession and/or Drug Paraphernalia.** Students and parents should be aware that regardless of being cited by the Police or not, the school will follow the District Extreme Discipline Guidelines Matrix and may impose a suspension of up to **Ten days (10),** per incident, in one school year and that multiple possessions may lead to a recommendation for expulsion.

**Video Surveillance in Building**
There are over 60 security video cameras both inside and outside the building.

**Visitors**
CY does not encourage student visitors. Parents/guardians are welcome to visit. Please notify the office ahead of time if you wish to visit classrooms.

**Volunteers**
NCSD #1 welcomes volunteers in many capacities. However, for safety and liability concerns, there is a formal application and screening process for volunteers. Please contact the NCSD Human Resources department for information on how to get registered. It may take several weeks for your application to be approved so it is best to plan ahead.

**WEB (Where Everybody Belongs)**
WEB is a middle school transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their middle school experience. WEB is an acronym for Where Everybody Belongs. Built on the belief that students want to and can help other students succeed, the WEB middle school transition program trains members of the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are
motivators, leaders and teachers who guide 6th graders to discover what it takes to be successful in middle school.

WEB creates safety and comfort for new 6th graders. While the transition to middle school can be a major event, very few strategies for support exist in most middle schools. The WEB middle school transition program was developed in response to the need for a middle school transition program and based on the philosophy of the very successful high school transition program, Link Crew. Creating a safe and positive learning environment for all students has become a major priority as many educators are finding that the traditional "fun and games" of teasing each other can often result in dire consequences. Additionally, more and more studies are showing that if students have a positive experience in middle school they have greater chances for continued success in high school.

WEB begins with a fun and energetic orientation day that gets 6th graders excited and proud to be attending their new middle school. It also allows them to begin developing relationships with other students as well as learn strategies that will contribute to their middle school success. After orientation WEB continues, providing a variety of both Academic and Social Follow-Up Activities throughout the year. The Academic Follow-Ups are lessons presented by trained WEB Leaders during visits to classes. These lessons are designed to give 6th graders the skills needed to be successful during their middle school years and beyond. Social Follow-Ups provide social settings for the WEB Leaders and their groups to reconnect and further build relationships outside the classroom.

WEB's goal is to provide a structure in which students make real connections with each other. Through this program students learn that people at school care about them and their success. WEB is the middle school transition program that will increase attendance, decrease discipline referrals and improve academic performance at your school.

**Withdrawal from School**

Any time a student is going to withdraw from school he/she must bring a signed note from a parent/guardian no later than the day before he/she plans on leaving. The student will then be given a form to take to each of his/her teachers, the library, and the school nurse. The student must return the completed form to the office along with any books or other school issued items. If such items are not returned a fine will be assessed for the value of that item. The student will be responsible for payment of any fines before he/she leaves.

**Note:** Due to staffing changes over the summer months, staffing lists may be different than posted.
KNOW YOUR RIGHTS

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) 253-5225, 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 student 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 from regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three – Superintendent – 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. The Superintendent or his/her designee will render a decision 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. The Board of Trustees at their next regularly scheduled meeting will render a decision. 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.
Purpose and Policy. Natrona County School District No. 1 (NCSD) is committed to providing a secure student learning environment. Wyoming statute W.S. § 21-4-312 defines harassment, intimidation, and bullying as:

i. "Harassment, intimidation or bullying" means 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:
   A. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
   B. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
   C. Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.

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

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 harassment, intimidation, or bullying at school. See W.S. § 21-4-313, J-14.(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.

The Natrona County School District Administration has formulated and adopted administrative regulations addressing the following, which shall be incorporated by reference into the policy herein:

a. Definitions relevant to the policy and administrative regulations, including but not limited to definitions of "harassment," "intimidation" and "bullying" of a student or student participant;

b. Consequences and appropriate remedial actions for persons committing acts of harassment, intimidation or bullying or engaging in reprisal or retaliation;

c. Procedures for reporting and documenting acts of harassment, intimidation or bullying, including a provision for reporting anonymously; 1]

a. Procedures for reporting and documenting acts of reprisal or retaliation against a person who reports or makes a complaint of harassment, intimidation or bullying;

b. Procedures for prompt investigation of reports or complaints of serious violations of the policy;

b. Procedures for development of strategies protecting a victim from additional harassment, intimidation or bullying, and from retaliation following a report;

d. Consequences and appropriate remedial action for a person who is found to have made a false accusation report or complaint;

f. A process for discussing the District's harassment, intimidation and anti-bullying policy with students; and

g. A statement and procedures addressing how the policy is to be publicized, including notice that the policy applies to students participating in functions sponsored by the District.

The NCSD Administration shall include the policy adopted by the Trustees in the Natrona County School District No. 1 Board Policy Manual, which also includes all District administrative regulations, and in all Natrona County School District student handbooks, which set forth the standards of conduct for schools and students of the District. The policy and administrative regulations shall be posted on the District website.

Information regarding the school district's policy and administrative regulations against harassment, intimidation and bullying shall be incorporated into the District's professional development programs.

Information regarding the school district's policy and administrative regulations against harassment, intimidation or bullying shall be provided to volunteers and other non-certified employees of the District who have significant contact with students.
The District shall annually review and update its Bullying Policy and administrative regulations as needed

[1] Formal disciplinary action shall not be taken solely on the basis of an anonymous report. The procedures shall identify the appropriate school personnel responsible for receiving a report and investigating a complaint. See W.S. §21-4-314(b)(iv)(2009)

Book Board Policies  Section 5000 - Students

Title
Nondiscrimination on the Basis of Race, Color, Ancestry, Ethnicity, National Origin, Disability, Religion or Sexual Orientation

Number 5420/4170 Board Policy  Status Active
Adopted July 20, 1992  Last Revised September 13, 2004

Discrimination and harassment, which is a form of discrimination, are prohibited by Title IV, VI, and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972, and the Wyoming Fair Employment Practices Act of 1965; and Art. 1, §10 of the Wyoming Constitution.

All persons associated with the Natrona County School District community including, but not limited to, the board of trustees, administrators, certified and classified employees, other employees, volunteers, interns and students are expected to conduct themselves at all times so as to provide an atmosphere free from harassment or discrimination due to race, color, ancestry, ethnicity, national origin, disability, religion or sexual orientation.

Natrona County School District is committed to creating a learning and working environment that is free from harassment or discrimination based on race, ethnicity, disability, ancestry, national origin, religion or sexual orientation, and therefore, the District prohibits any form of such harassment or discrimination. The District is committed to the enforcement of this policy.

For the purposes of this policy, harassment is defined as, but it is not limited to:

- Direct personal insults (whether written or oral) such as epithets, slurs, cartoons, graffiti, drawings or insults which are addressed to an individual (or group of individuals) where such utterances are likely to incite immediate negative response from the person(s) addressed, including but not limited to the intentional circulation or distribution of inappropriate material.

- Threats of physical harm or actual harm to a person or interference with a person’s movement or work or other acts intended to intimidate a person in violation of this policy.

- Damage, defacement or destruction of District or an individual’s personal property or materials in such a manner as to demean that/those person(s).

- Hate activity directed at persons who are or perceived to be members of the classes described above. For the purposes of this policy, hate activity is defined as, but not limited to, any act or attempted act that may cause physical injury, emotional suffering, property damage through intimidation, harassment, racial or ethnic slurs, bigoted epithets, vandalism, force or threat of force, motivated in whole or in part by demonstrated hostility to the victim’s real or perceived race, color, ancestry, ethnicity, national origin, disability, religion or sexual orientation.

- Any discriminatory acts against a person in any aspect of District employment based solely on the person’s race, color, ancestry, ethnicity, national origin, disability, religion or sexual orientation.

- Any discriminatory acts which affect a student’s right to an equal opportunity to participate in the educational opportunities provided by the District.
Retaliation
Retaliation related to the filing, defending, reporting, presenting of evidence pertaining to, or decision-making pertaining to, any type of harassment or discrimination complaint is prohibited regardless of whether the original report of harassment or discrimination was substantiated. Retaliation includes threats, conduct, and communications that seek to punish, intimidate or otherwise coerce parties involved in filing, defending, reporting, presenting of evidence pertaining to, or decision-making pertaining to any type of harassment or discrimination complaint.

Malicious Accusations
The District will take disciplinary action against any individual making a report of harassment or discrimination with knowledge that the report is false, if the report is made with reckless disregard for the truth or if the report is made with the specific intent of causing injury or damage to another person.

Adopted: July 20, 1992
Revised: February 27, 1995
Reviewed: June 1, 2000
Readopted: October 23, 2000
Revised: September 13, 2004

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The District will take disciplinary action against any individual making a report of harassment or discrimination with knowledge that the report is false, if the report is made with reckless disregard for the truth or if the report is made with the specific intent of causing injury or damage to another person.

Adopted: July 20, 1992
Revised: February 27, 1995
Reviewed: June 1, 2000
Readopted: October 23, 2000
Revised: September 13, 2004

Title
Non-Discrimination on the Basis of Sex or Gender
Number 4175/5410 Board Policy Status Active
Adopted July 20, 1992 Last Revised April 23, 2012

Sex or gender-based discrimination or harassment, which is a form of discrimination, are prohibited by Title IV, VI, and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Wyoming Fair Employment Practices Act of 1965; and Art. 1, §10 of the Wyoming Constitution.

All persons associated with the Natrona County School District community including, but not limited to, the board of trustees, administrators, certified and classified employees, other employees, volunteers, interns and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual discrimination or harassment.

Natrona County School District is committed to creating a learning and working environment that is free from sexual harassment or discrimination and, therefore, the District prohibits any form of sexual harassment or discrimination. Any person who engages in sexual harassment or discrimination while acting as a member of the school community will be in violation of this policy. The District is committed to the enforcement of this policy and the prohibition against any form of harassment or discrimination based on sex or gender. The District will act to investigate all complaints of sexual harassment or discrimination, impose discipline applicable to any member of the Natrona County School District #1 community found to have violated this policy, up to and including termination or expulsion, and the District will take reasonable steps to prevent reoccurrence.

For purposes of this policy, the school community includes the board of trustees, administrators, certified and classified employees, other employees, volunteers, interns and students of Natrona County School District #1. This policy is applicable to members of the school community while those individuals are either acting in the course and scope of their position or employment, engaging in activities with NCSD #1 or participating as a student of NCSD #1.

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of continued employment or participation in any educational function offered by Natrona County School District #1; or

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions effecting an individual's education; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment; or

4. Such conduct is an offensive act or verbal communication by an employee toward another person not welcomed by the person to whom directed.

5. Sexual harassment may include: repeated offensive sexual flirtations, sexual advances or propositions, or other verbal harassment, including derogatory comments or slurs, physical harassment, physical interference with
movement or work or educational activities, visual sexual harassment such as derogatory cartoons, drawings or posters.

**RETAIATION**
Retaliation related to the filing, defending, reporting, presenting of evidence pertaining to, or decision-making pertaining to, any type of sexual harassment or discrimination complaint is prohibited regardless of whether the original report of harassment or discrimination was substantiated. Retaliation includes threats, conduct, and communication that seek to punish, intimidate, or otherwise coerce parties involved in filing, reporting, defending, presenting of evidence pertaining to, or decision-making pertaining to, any type of sexual harassment or discrimination complaint.

**MALICIOUS accusations**
Malicious accusations of sexual harassment or discrimination have a serious detrimental effect on the person against whom the report is made. The District will take disciplinary action against any individual making a report of harassment or discrimination with knowledge that the report is false, if the report is made with reckless disregard for the truth or if the report is made with the specific intent of causing injury or damage to another person.

Adopted: July 20, 1992
Revised: February 27, 1995
Reviewed: June 1, 2000
Readopted: October 23, 2000 (originally as part of Board Policy 4170)
Revised: September 13, 2004 (separated from Board Policy 4170)
Reviewed: HR Committee April 23, 2012
# 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. Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.</td>
<td><img src="image1.png" alt="Yes" /></td>
<td><img src="image2.png" alt="No" /></td>
</tr>
<tr>
<td>Shorts and skirts must be no shorter than mid-thigh.</td>
<td><img src="image3.png" alt="Yes" /></td>
<td><img src="image4.png" 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="image5.png" alt="Yes" /></td>
<td><img src="image6.png" 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="image7.png" alt="Yes" /></td>
<td><img src="image8.png" alt="No" /></td>
</tr>
<tr>
<td>Appropriate shoes must be worn at all times. Slippers are not allowed.</td>
<td><img src="image9.png" alt="Yes" /></td>
<td><img src="image10.png" alt="No" /></td>
</tr>
<tr>
<td>No sleepwear is allowed.</td>
<td><img src="image11.png" alt="Yes" /></td>
<td><img src="image12.png" 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="image13.png" alt="Yes" /></td>
<td><img src="image14.png" 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="image15.png" alt="Yes" /></td>
<td><img src="image16.png" alt="No" /></td>
</tr>
</tbody>
</table>

Approved 6/8/2015
We must have a signature page from each student. This signature page states that students and parents have reviewed the contents of both CYMS and NCSD#1 Policy Guides. Please be sure to update your Parent Portal Online Agreements (OLR Release Agreements) which include Directory Information Opt Out, Field Trip Permission, Media Releases, and Technology Agreements. If you are unable to review these documents online, hard copies may be requested from the CYMS Office and copies were sent out in each student’s schedule pickup packet.

Please sign and return the following page to the CY Office by September 13, 2019.
Please review, sign below and return to the CYMS Office.

Signatures below reflect that my child and I have reviewed the CYMS and NCSD #1 Student/Parent Guide that includes:

- NCSD #1/CYMS Discipline Policy (online confirmation required)
- Athletic/Activity Code of Conduct
- Internet/Online Use Agreement
- Cell Phone and Electronic Device Policy
- NCSD #1 Bullying Policy
- NCSD #1 Dress Code Policy

We also confirm that our Parent Portal has been reviewed and updated for the following:

- Current address and phone numbers
- Emergency contacts and phone numbers
- OLR Release Agreements
- Bus Registration

We understand that these documents are the official policy of NCSD #1 and CYMS. If we have any questions, we may call the CYMS office at 253-2700 for clarification.

_____________________________                                __________
Student Name (please print)                        Grade
_____________________________
Parent/Guardian (please print)

__________________________________        __________________________________
Parent/Guardian Signature                  Student Signature

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