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Welcome back to school!
After a summer of fun, rest, and adventures, we hope you are as excited as we are to begin a new school year!
In NCSD, we are committed to providing optimum learning opportunities for every child. We know that today’s students need far more than the traditional reading, writing, and arithmetic lessons. We strive to provide all students with exceptional learning opportunities and the tools, skills, and knowledge they will need to be successful in the 21st Century. Using our Strategic Plan we are working hard to ensure a meaningful experience at NCSD for all students, parents, staff and the community.

NCSD Board of Trustees

(left to right), Rita Walsh, chair; Dana Howie, vice-chair; Ray Catellier, treasurer; Dave Applegate, clerk, Kevin Christopherson, Angela Coleman, Clark Jensen, Debbie McCullar, Kianna Smith

NCSD Administration 307.253.5445 | Central Services Facility, 970 N. Glenn Rd., Casper, 82601

**Michael Jennings**, Superintendent of NCSD

**Verba Echols**, Associate Superintendent of Human Resources & District Services

**Walt Wilcox**, Associate Superintendent of Curriculum & Instruction

**Steve Ellbogen**, Executive Director of Human Resources & District Services

**Charlotte Gilbar**, Executive Director for School Improvement

**Angela Hensley**, Executive Director for School Improvement

www.natronaschools.org

September 2, 2020
This handbook provides an overview of the rules, regulations and codes of conduct in the Natrona County School District. It is not a comprehensive list of district policies. For complete policies, please see the NCSD website at www.natronaschools.org. You also may access policies by visiting the NCSD Central Services Facility at 970 N. Glenn Rd. in Casper.

Attendance & Enrollment

Admission
The Natrona County School District serves all school-age children who are residents of Natrona County.
By state law, to start kindergarten, children must be 5 on or before Sept. 15. An official, certified birth certificate is required for students to start school.
Residency of children is determined by where their custodial parent or guardian lives. An emancipated minor or a student 18 or older is a resident if he or she lives in Natrona County.

Immunizations
Wyoming state law requires children be immunized against preventable diseases. Students entering Wyoming public schools for the first time must have proof of the following immunizations:
- 5 doses of DPT (diphtheria, pertussis, tetanus) vaccine. If a fourth dose was administered on or after the fourth birthday, a fifth dose is not required.
- 4 doses of polio vaccine. If a third dose was administered on or after the fourth birthday, the fourth dose is not required.
- 2 doses of MMR (measles, mumps, rubella) vaccine. The first dose should be on or after the first birthday, and the second dose at least one month after the first dose.
- 3 doses of Hepatitis B vaccine.
- 2 doses of varicella (chickenpox) vaccine, or written verification of child having had the chickenpox in the past.

Students entering seventh grade also must have a TDaP vaccine, which is a booster to prevent tetanus, diphtheria, and pertussis.
Immunizations are available with an appointment at the Casper-Natrona County Health Department, 475 S. Spruce St. No child will be denied immunization due to an inability to pay.
Immunization waivers — for religious or medical reasons — may be obtained from the Casper-Natrona County Health Department.

Enrollment
NCSD is an open enrollment school district. This means students may choose any school in the district, regardless of where in the county they live.
The district hosts an online school selection process each year, in which families make their top three school choices for the upcoming academic year. Enrollment is based on space available, as well as established preferences, when space is limited. Families are notified of their child’s placement in the spring. A wait list is available for those who don’t receive their top choices during the online enrollment process.
Families who are new to the area and did not participate in the school selection process should contact the Central Enrollment Office at (307) 253-5450 to secure a space.

Changing Schools
Students are eligible to change schools each year through the school selection process. Mid-year school transfers must be approved by administrators. While school changes may be necessary in some cases, it typically is best for a student’s education to move schools at a logical break, such as between semesters.
For more information or to request a mid-year school transfer, please contact the Central Enrollment Office at (307) 253-5450.

Attendance Policy
See Board Policy 5120
Attendance is a very important part of learning. Regular, complete, and continued class attendance by students is essential. Our community expects students to be present and participate in class every day. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic
performance, and is the single biggest predictor of a student’s on-time graduation.
Parents or guardians will have access to absences/tardies through the NCSD student information system (Infinite Campus Parent Portal). Parents have the responsibility to maintain current contact information within Infinite Campus to include primary guardianship, relevant phone numbers, email addresses and mailing addresses. In addition, parents will be notified daily of unexcused and/or unverified absences and tardies. The process will be identified and communicated to parents and students. Each individual school will determine the process for notification. The parent or guardian of the student must notify the school in person, by telephone, or in writing prior to an absence or as soon as possible. Students are allowed the equivalent of five (5) parent excused absences and five (5) unexcused absences per semester equivalency. For an absence to count as one of the five (5) parent excused absences the parent or guardian must provide an acceptable reason for an absence; e.g., vacation, family emergency, bereavement, illness or injury not requiring the care of a healthcare professional, or an event beyond the family’s control. Also, school sponsored absences will not count against the student; e.g., athletics, activities, field trips, academic competitions, performances, productions, etc. Medical absences that are excused by a healthcare professional will not count against the student. Student absences for organized sports and/or activities that are not offered by NCSD will not count against the student if the student’s grades satisfy the same eligibility criteria as any school-sanctioned activity. Each principal or his/her designee will identify the process for communicating, notifying and executing this category of absence. In situations with extenuating circumstances, parents and students (age of 18 or over) may petition the principal or his/her designee for additional parent excused absences. 504 or IEP teams may consider exceptions to the policy. The plan for how exceptions apply must be incorporated into the individual student’s plan. An absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal or his/her designee, even with the knowledge of the parent/guardian is an unexcused absence. Final determination as to whether or not an absence is to be excused shall be at the discretion of the building principal or designee. If an absence is still unverified by the end of the third school day, it will be considered unexcused. If an allowable excuse comes in after that time, a principal may choose to allow it to become excused.

In grades K-5:
- A half-day absence results when a student is missing 45 minutes or more in the morning or afternoon.
- Students who are absent for 45 minutes or more in both the morning and the afternoon will be considered absent for the entire day.
- When a student has five (5) or more unexcused absences in a semester: The principal or his/her designee will contact parents/guardians to schedule a mandatory intervention. Each school will schedule an intervention action plan as soon as possible following the 5th unexcused absence. Parents will have one (1) calendar week to arrange for the intervention meeting upon receipt of notifications from the school. After reasonable attempts have been made to schedule the intervention, the intervention may be held without parent/guardian involvement. The school will identify an intervention action team to guide the developed interventions for the student. The intervention team may include the principal or his/her designee, counseling support staff, teacher, parent/guardian and the student. If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued this will result in the following actions: The District Attorney’s office shall be notified of the student’s habitual truancy as required by Wyoming Statute. If a student who has not attained their sixteenth birthday, or has not completed the tenth grade, has excessive absences and the attendance officer reasonably believes the excessive absences are due to the willful neglect of the parent or guardian, the attendance officer shall provide a written notice to the parent or guardian specifying District and state compulsory attendance regulations. Pursuant to Wyoming Statute the attendance officer may file a complaint against the parent or guardian with the proper
legal authorities due to the willful neglect of the parent or guardian.

In grades 6-12:
● An absence from class is a failure to be in attendance at the place designated for the class and not being in a class period more than half the time.
● When a student has five (5) or more unexcused absences in a semester course increment: The principal or his/her designee will contact parents/guardians to schedule a mandatory intervention. Each school will schedule an intervention action plan as soon as possible following the 5th unexcused absence. Parents will have one (1) calendar week to arrange for the intervention meeting upon receipt of notifications from the school. After reasonable attempts have been made to schedule the intervention, the intervention may be held without parent/guardian involvement. The school will identify an intervention action team to guide the developed interventions for the student. The intervention team may include the principal or his/her designee, counseling support staff, teacher, parent/guardian and the student. If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued this will result in the following actions: The District Attorney’s office shall be notified of the student’s habitual truancy as required by Wyoming Statute. If a student who has not attained their sixteenth birthday, or has not completed the tenth grade, has excessive absences and the attendance officer reasonably believes the excessive absences are due to the willful neglect of the parent or guardian, the attendance officer shall provide a written notice to the parent or guardian specifying District and state compulsory attendance regulations. Pursuant to Wyoming Statute the attendance officer may file a complaint against the parent or guardian with the proper legal authorities due to the willful neglect of the parent or guardian.
● A student with eight (8) unexcused absences will not earn credit in the course/s identified, unless the student qualifies for a credit appeal process as an additional intervention. The credit appeal process will encourage continued class attendance and creates an opportunity for the student to regain course credit. If the student does not qualify or chooses to not participate in the credit appeal process, the student will earn an ‘F’ for the letter grade and factored into the grade point average (GPA).
● An ‘Au’ (Audit) is recorded for the letter grade if a student qualifies for a credit appeal process. During the intervention window of the credit appeal process, the ‘Au’ is not factored into the GPA. At the completion of the credit appeal process window the ‘Au’ is replaced with the corresponding letter grade that is earned. The final letter grade will be factored into the GPA.

For the full NCSD attendance policy and regulations, please see Board Policy and Administrative Regulations 5120. These policies and regulations are available online. They also are available for review at the district’s Central Services Facility, 970 N. Glenn Rd., in Casper. If you have questions about the attendance policy, contact your school principal or the Student Support Services Office at (307) 253-3151.

Illness
Please see NCSD’s Illness Protocol by clicking here.

Homebound Instruction
In some cases, a student may be unable to attend school for a long time due to an injury or illness. NCSD provides homebound instruction for students who are homebound or hospitalized for more than one week. If your child needs this service, contact your school office for more information.

Homelessness and Education
Children who experience homelessness have rights and protections under the McKinney-Vento Homeless Education Assistance Act. If your family lives in any of the following situations, this applies to you:
● In a shelter, motel, vehicle or campground.
● On the street.
● In an abandoned building, trailer, or other inadequate accommodation.
● Doubled up with friends or relatives because you cannot find or afford housing.

Your children have the right to:
● Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education — including preschool — as other children.
● Continue at the school they attended before you become homeless, or the school they last attended, if that is your choice and is feasible.
● Receive transportation to the school they attended before your family became homeless.
● Attend a school and participate in school programs with other children who are not homeless.
● Enroll in a school without giving a permanent address.
● Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
● Receive the same special programs and services, if needed, as provided to all other children served in these programs.

If you and your family need assistance, contact Greta Hinderliter, the district’s liaison for homeless education, at (307) 253-3151.

More information is available through the National Center for Homeless Education at (800) 308-2145.

General Information

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act (FERPA) gives parents and students over the age of 18 certain rights around educational records. Parents and students 18 or older have the right to inspect and review the student’s education records within 45 days of requesting access from the school. Parents or eligible students should submit a written request to the school principal that identifies the record they want to inspect. The principal will make arrangements for access within 45 days. Parents and students 18 or older have the right to request an amendment of the student’s education records if they believe those records are inaccurate or misleading. The request should be made clearly in writing and should indicate why the record is incorrect or misleading. If the school decides not to make the change, the school will notify the parent or student and advise them of their right to request a hearing.

Parents and students 18 or older have the right to consent to the release of personally identifiable information in the student’s education record. Schools may release information without consent to school officials with a legitimate educational interest. Parents and students 18 or older have the right to file a complaint if they believe their school did not comply with FERPA. Complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington D.C. 20202-5920.

Directory Information
FERPA allows the school district to release certain “directory information” about students without written consent of parents or students 18 or older, unless you have specifically directed otherwise. Directory information that can be released includes:
● Student’s name, address, telephone listing, and date and place of birth
● Parent/guardian name(s), address, and phone number
● Student photo
● Electronic mail address
● Major field of study or career interest, career interest or post secondary decision for study
● Grade level classification
● Student’s participation in officially recognized activities and sports
● Weight and height of a member of an athletic team
● Dates of attendance
● Diplomas, certificates, awards, and honors received, and most recent previous educational agency or institution attended by the student.

If you do not want NCSD to disclose directory information for your child without prior written consent, you must notify the district. Parents or eligible students may also opt out of having information disclosed to military recruiters using the same procedure.
Nondiscrimination Policy
NCSD #1 does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation or disability in employment, treatment, admission or access to educational programs and activities.
Inquiries about perceived discrimination may be referred to the Associate Superintendent of Human Resources & District Services, 970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445; or to the Wyoming Department of Education, Office for Civil Rights Coordinator, Second Floor, Hathaway Building, Cheyenne, WY 82002-0050, or (307) 777-6198.

Nondiscrimination for Students with Disabilities
Section 504 is a federal statute that prohibits discrimination based upon a disability. Section 504 covers eligible students with disabilities for accommodations that enable them to learn. Section 504 is what good teachers do for students with disabilities, making practical accommodations to “level the educational playing field” so students can benefit from their education. A school team knowledgeable of the student determines, with evaluative data, if the student meets eligibility criteria.

Eligibility for Accommodations
- A student may be considered disabled under the definition of Section 504 if the student has a mental or physical impairment that substantially limits his or her ability to learn. The above criteria needs to be justified with good evaluation data and made by a team that includes the parents. Many students have impairments that do not substantially impact their education. If the disability does not impact the student’s education, he or she would not qualify for Section 504 accommodations.
- Has a record of such impairment.
- Is regarded as having such an impairment.

The second and third prongs of the definition only become a factor if discrimination has occurred because of the “record” or “perception.”
Please contact your school principal or school’s Section 504 coordinator if you have questions or need assistance. NCSD’s district-wide 504 coordinator is the Director of Special Services.

Grievance Procedures
Students and parents 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 I: A student or parent with a complaint of discrimination on the basis of sex, race, national origin, religion, sexual orientation or disability concerning student activities may discuss it with the teacher, counselor, or building administrator involved.
- Level II: If the grievance is not resolved at Level I, the student or parent may formalize it by filing a complaint with the associate superintendent of Human Resources. The complaint should explain the nature of the grievance and the remedy requested. The complaint must be filed within 20 working days from the event or from when the parent or student became aware of the situation. The parent or student may ask for a meeting with the associate superintendent of Human Resources, or appropriate designee, who will investigate and attempt to solve the issue. A written report regarding actions taken will be sent within 15 working days of receiving the complaint.
- Level III: If the grievance is not resolved at Level II, the parent or student may present a written appeal to the superintendent. This appeal should be filed within 10 working days of receiving the report from Level II. The parent or student may request a meeting with the superintendent or appropriate designee. The superintendent has the option of meeting with the parent or student to discuss the appeal. A decision will be rendered within 10 days of receiving the appeal.
- Level IV: If the complaint is not resolved at Level III, the parent or student may present a written appeal to the chairman of the Board of Trustees. This appeal should be filed within 10 working days of receiving the superintendent’s decision. The parent or student may request a meeting with the board to discuss the appeal. A decision will be rendered by the board at its next regularly scheduled meeting, and the parent or student will...
be notified of the decision in writing within 10 working days of the board action. This process in no way denies the right of the grievant to file formal complaints with the Office of Civil Rights or other agencies available to mediate and rectify grievance, or to seek private counsel for complaints alleging discrimination. For all other harassment or discriminatory complaints, follow board policies.

Associate Superintendent of Human Resources & District Services, NCSD, 970 N. Glenn Rd., Casper, WY 82601; (307) 253-5445 (phone); (307) 253-5385 (fax).

Office of Civil Rights, Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Blvd., Suite 310, Denver, CO 80204; (303) 844-5695 (phone); (303) 844-4303 (fax); (877) 521-2172 (TDD).

Protection of Pupil Rights Amendment

PPRA affords parents certain rights regarding the school district’s conduct on surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas, if the survey is funded in whole or in part by a program of the U.S. Department of Education:

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

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding.

- Any non-emergency, invasive physical exam, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; or

- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington D.C. 20202-8520.

Health & Safety

Accident Insurance

NCSD and its schools do not carry accidental injury insurance that covers students injured at school. Accidental injuries may happen with children taking part in the activities of the school day. Because the school acts “in lieu of parent or guardian,” school employees will take action to assist the injured students in the place of the parents. This may include emergency transportation to medical facilities. The resulting cost of the injury will be the responsibility of the parent, not the school district. Many people carry family medical insurance that will help cover the expenses, and some may obtain supplemental coverage from local agents. However, as a convenience, the district endorses one student accident insurance policy each year. This policy is made available to parents and guardians for purchase from the approved insurance carrier. The decision to purchase or
not purchase the policy is strictly up to the parent or guardian. If the policy is purchased, it then becomes a contract between the insurance company and the parents or guardians, and the NCSD is not involved in any way. Claims are made directly to the company.

**Animals in the District**
NCSD Board policy 6900 permits animals on NCSD property for the following reasons:

1. **Instructional assistance-** Animals on school district property are allowed for short periods of time for instructional purposes (e.g. to learn about the animal, for demonstration purposes...).
2. **Professional therapy-** As part of a Professional Therapy Team, a certified animal (dog) is allowed to work with a certified individual (staff member) as part of an educational therapeutic program. (see NCSD SOP6900)
3. **Service animal-** A service animal is trained to do work, assist or perform a task for people with a diagnosed disability and is designated as a reasonable accommodation through the American Disability Act (ADA).
4. **Law enforcement K9-** Animals that belong to a law enforcement agency and assigned to assist law enforcement personnel.

Emotional Support Animal (ESA) is any animal providing emotional or other support to improve one or more identified symptoms or effects of a disability. ESA’s are not required to be trained to perform work or tasks. ESA’s are **not authorized** on NCSD premises.

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

NCSD had all district facilities inspected in 1988 by an accredited asbestos inspection company. Since then, a great deal of the identified asbestos in district buildings has been removed. What remains is managed by the district’s Asbestos Management Plan.

The management planner has developed a management plan for your school building, which is available for your inspection in the school administrative office during regular office hours. For further information, contact your school’s principal.

A condition inspection is completed every six months at each facility having identified asbestos-containing building materials. These are required to undergo a complete re-inspection every three years by an accredited asbestos inspector.

**Facility Use**
Natrona County School District #1 recognizes that wellness of its staff and the community is important for instilling wellness values in our youth and among our employees. The District supports the use of District facilities, by employees, and outside groups as long as the use does not interfere with scheduled or anticipated school activities, and the use meets the criteria listed in the Administrative Regulation 1370.

Anyone using District facilities must provide proof of insurance for $1 million of liability coverage (each occurrence) and $1 million of property coverage (each occurrence) and a $2 million aggregate. The proof of insurance must be submitted with the online application. The District shall be listed as an additional insured. Your application will not be processed without proof of insurance.

**Injuries**
Thousands of children are hospitalized nationwide every year due to injuries. Even mild traumatic brain injuries, such as a concussion, can cause cognitive impairments and should be taken seriously.

NCSD has implemented a head injury protocol for sports-related and non-sports related injuries.

1. All employees who have a responsibility to stabilize a student after a head injury will be provided training.
2. Parents will be notified when their child experiences a head injury.
3. NCSD nurses or designee will follow Head Injury/Non-sports Related Protocol.
4. NCSD secondary coaches, athletic trainers, administrators and other related personnel will follow the Sports Related Concussion Protocol.

To find out more about non-sports head injuries, contact Wendy Wilson, RN, BSN, NCSN, NCSD Nursing Coordinator (307) 253-3169. For sports related head injuries, contact Wendy Wilson, RN, BSN, NCSN, NCSD Nursing Coordinator (307) 253-3169.
Injuries, contact Terry Hooker, NCSD Activities/Athletics Director (307) 253-5460.

Inclement Weather
Natrona County School District recognizes that school is an important part of community and family life. As a result, schools will be closed for inclement weather or natural disasters only when the community itself is unable to operate safely. Primary factors considered are adverse weather conditions and safe transportation of students and staff.

Communications are sent out via text and phone call by approximately 5:30 a.m. from NCSD Public Relations. News agencies will be contacted to assist in sending the message to the community. Updates will also be posted on NCSD social media sites. The primary responsibility in protecting a child’s health and school attendance always resides with the parent or guardian.

I. The Determination for Schools to be Closed
Schools will be closed only during extreme weather that may cause a significant safety risk and/or when the community itself is unable to operate reasonably. Primary factors to consider are anticipated or forecast weather conditions, safety of students being transported and walking to and from school, and staff safety in reporting for work.

II. Procedure for the Emergency Closure of Schools Due to Weather or Natural Disaster
The Director of Transportation and/or the Risk Manager will evaluate travel conditions, the current weather conditions and weather forecasts using the National Weather Service, road reports from drivers, and information from the Wyoming Department of Transportation. A recommendation is made to the Superintendent as early as possible. The final decision lies with the Superintendent. The media (including print and electronic outlets) will be notified and the Emergency Campus Messenger notification system will be initiated. Updates can also be found on the district’s website and/or social media outlets.

III. Procedure for the Emergency Closure of Schools During an Infectious Disease or Pandemic Outbreak.
The Associate Superintendent, or Designee, will work directly with Federal, State or Local officials in the event an infectious disease outbreak causes a school(s) to be closed. Alternative learning methods (e.g. virtual) will be implemented as needed or as determined in consultation with Federal, State or Local officials.

Communication
It is imperative that all district phone lines be kept open for vital communications. Stay tuned to local media and/or monitor NCSD’s official website and social media channels for updates, rather than calling district offices and/or the bus garage.

Note: Rural schools, including Midwest Schools, will close when Casper area schools are closed. Please see the complete NCSD Crisis Management Policy and Administrative Regulation, No. 3470.

Medication Protocol
When a student requires medication of any type (including all over-the-counter [OTC] medications) to be given during school hours, parents have the following options:

- Parents/guardians may come to the school and administer to their child at appropriate times.
- Parents/guardians may ask their school for the Medication form and request that the child’s Health Care Provider (HCP) indicate the diagnosis, drug name, dosage, and administration time on the form.
- Parent/guardians and Health Care Providers (HCP) must sign and date the form.
- Parents/guardian must provide current, working emergency phone numbers on the # SSS-H-08 form.
- Medications brought to the school must be in a pharmacy labeled or manufacturer’s ORIGINAL container.
- All medications must be stored by the school in a designated area that is to remain locked when not in use.
- Students must take all medications in the presence of the school nurse, principal or principal designee with the EXCEPTION of life saving drugs.
(e.g.: epi-pens, inhalers, insulin or others) which may be carried by the student if the
“EXCEPTION’s section on the Request for Administration of Medication Form has been
signed by both the parent/guardian AND the HCP, and is on file in the school nurse’s office.

- Signature of the Parent/guardian for the INHALER or EPI-PEN EXCEPTION allowing the student to
carry life saving drugs/medications according to the Wyoming State Statute #21-4-310, is also an
indication that the student is responsible and capable of self-administration; and specifically
indicates that the student is able to correctly tell time preventing inhaler overdosing.

- Principals and principal designees must be
instructed by the school nurse how to properly
administer medications, AND must pass the
Administration of Medication test with 100%
accuracy.

- Essential Oils-Application and/or Use in Schools:
School nurses, principals and principal designees
will not administer homeopathic remedies such as
essential oils, or creams and lotions containing
essential oils. Parents may come to school and
administer such remedies to their children, unless
the scent from these remedies triggers an
asthmatic or allergic reaction to other students or
staff in the school.

- The Request for Administration of Medication
Form must be renewed each year.

- When the Request for Administration of
Medication Form is signed by parents/guardians
the signature also “Authorizes the Release of
information,” between the School and the HCP.
The signature meets HIPAA and FERPA rules
allowing information sharing between the HCP and
the School regarding the student’s diagnosis and
medication.

School Safety
Your child’s safety is our top priority every day. We have
comprehensive district-wide and site-based protocols in
place to ensure the safety and well-being of students,
staff, and visitors while they are on NCSD property. In
the case of a crisis event impacting normal school
operations, parents and guardians will be notified as
soon as possible to do so. Communications will be sent
via phone, text and/or email. Please ensure your Infinite
Campus information is up-to-date in order to receive
emergency notifications. Additionally, we encourage
parents/guardians to stay up-to-date on Natrona County
School District’s website and social media channels.
Updates will be provided directly to affected parents
regarding crisis situations, as well as on social media
avenues. Information regarding emergency procedures
will be available to parents and students at the beginning
of each school year.

Please contact Christopher Dresang, Director of Student
Support Services, (307) 253-3151 or Tanya Southerland,
Public Relations Officer, (307) 253-5380.

Vehicle Insurance
NCSD provides secondary or excess coverage to
non-owned or borrowed vehicles (for example, if a
parent volunteers to drive for a field trip) if injury or
property damage claims are made against the owners of
the vehicle.

The school district’s policy would only be involved if the
owner’s policy limit is met or if there is no primary
coverage. The district’s policy would only cover claims
made by a third party — not claims for injuries or
damage for the volunteer driver. The limits of liability for
the above coverage is $1 million per occurrence.

Parents volunteering to drive on field trips must complete
and sign an insurance form before driving. Parents must
agree to comply with the state statute concerning the
use of seat belts by students riding in the vehicles.

Volunteers
We welcome and encourage parental involvement in our
schools, however, we have a responsibility to maintain a
safe environment for our staff and students. Any parent
or other community member that wishes to volunteer
within our schools must undergo a
fingerprint/background check prior to being allowed to
volunteer (Policy and Administrative Regulations 4130).

To make an appointment to begin the volunteer sign-up
process or for more information please call 253-5200.
Student Services & Programs

Natrona County School District Assessment System

Natrona County School District’s assessment system measures students’ progress toward the Wyoming Content and Performance Standards. The District Assessment System is a statutory requirement in the state of Wyoming. The Natrona County School District system consists of four levels 1) Classroom Level, 2) School Level, 3) District Level, and 4) State Level. These four levels work in conjunction to support learning and teaching in our schools. Students in grades three through ten take the Wyoming Test of Proficiency and Progress (WY-TOPP) in ELA and math. The WY-TOPP writing portion of the test is required in Grades 3, 5, 7, 9. Grades 4, 8, and 10 also must take the Science WY-TOPP assessment. Grade 11 students take the ACT plus Writing. Additionally, the WDE requires schools use the NAEP assessment every other year through random selection of schools in the district. Natrona County School District also has a district assessment system that is aligned to the NCSD Curriculum.

Athletics

NCSD offers a comprehensive program of co-curricular activities, clubs, and sports for students. A variety of co-curricular clubs and sports are offered for students in Kindergarten - 5th grades. Examples of some of the clubs include Lego Robotics, Art Club, Band Club, and Drama Club. NCSD offers basketball and volleyball for 4th & 5th-grade students through the Casper Recreation Center. Football for 5th & 6th-grade students is offered through the Casper Midget Football program. Sports offered for students in grades 6th-8th include football, basketball, girls volleyball, XC-running, wrestling, Nordic Ski, swimming, track, and soccer. Examples of activities and clubs offered in grades 6th-8th are archery, drama, robotics, band, cheer, choir, science, and leadership. Sports offered in high school, grades 9th-12th, include football, golf, tennis, girls volleyball, girls fastpitch softball, basketball, XC-running, swimming, Nordic ski, Alpine ski, wrestling, indoor track, soccer, and outdoor track. Examples of high school activities and clubs offered include archery, art club, band, choir, DECA, drama FFA, FBLA, speech and debate, ROTC, robotics, skills USA, student council, and thespian club. Most activities and all sports offered at the high school level are sanctioned by the Wyoming High School Activities Association (WHSAA) and regulated by NCSD and the WHSAA. High school activities sanctioned by WHSAA include All State Music, Art, Marching Band, Dance, DECA, Drama, FBLA, FFA, Journalism, Orchestra, SkillsUSA, Speech, Spirit, and Student Council.

Athletics and Activities Physical Examination

A Physical Examination is required annually for all students in grades 6th - 12th participating in cheer, dance, marching band, and all sports. The Physical Examination must be completed prior to the student’s first day of practice in the activity or sport listed. To access and view a copy of the Physical Examination Form click here on Physical Exam Form

Athletics and Activities Transportation

An activity or sports competition, performance or practice may be conducted at a location other than the student’s school of attendance. In many instances, the school and District will provide transportation between the school of attendance and the site of the activity or sports competition, performance or practice. In those instances, the student must use the District provided transportation. In some instances, the school and District will not provide transportation between the school of attendance and the site of the competition, performance or practice. In these instances, transportation to the site is the responsibility of the student and parent/guardian and may involve transportation by a private vehicle driven by others. The use of private vehicles to transport a student or students to a school sponsored activity or field trip must follow the District’s policies, regulations and guidelines. Check with the school administration in order to be in compliance with the use of private vehicles to transport NCSD students to a school sponsored activity or field trip. (Administrative Regulations 5342, 5343 and 5345)

Athletics and Activities Eligibility Requirements

The following activities eligibility regulations become effective at the beginning of each school year and fall activities season in accordance with the dates

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September 2, 2020
established by the Wyoming High School Activities Association and Natrona County School District.

HIGH SCHOOL Students (9th-12th) - The activities eligibility regulations of Natrona County School District (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 (6th-8th) - The activities eligibility regulations of Natrona County School District shall govern a student’s activities eligibility requirements while participating in co-curricular and extra-curricular activities aligned with Wyoming High School Activities Association sanctioned activities.

I. Natrona County School District Activities Eligibility Regulations:

   HIGH SCHOOL

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

B. Grades for high school students participating in co-curricular & extra-curricular sports & activities will be checked weekly on Wednesday after the first full week of each semester.

   ● Good Academic Standing is a high school student with no failing grades on the weekly Wednesday activities eligibility grade check report.

   ● Academic Warning is a high school student with one week of failing grades on the weekly Wednesday activities eligibility grade check report and may practice, participate in competitions and travel.

   ● Academic ineligibility is a high school student with two or more consecutive weeks of failing grades on the weekly Wednesday activities eligibility grade check report may practice but not participate in competitions or travel.

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

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

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

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

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

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

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

J. Extenuating circumstances may be appealed to the head principal and/or the WHSAA.

K. A student enrolled in non-traditional courses e.g. BOCES classes, Work-Study… must contact the activities director/assistant principal and school

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counselor when a non-traditional course is dropped. Dropping a course may impact activity eligibility.

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

II. Natrona County School District Activities Eligibility Regulations:

MIDDLE SCHOOL

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

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

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

- Academic Warning is a middle-level student with a failing grade on the weekly Wednesday activities eligibility grade report. The student has from Wednesday until Friday at 3 pm of the same week to complete the work required to improve all grades to a passing status verified by the teacher and head principal or designee. The student may practice, participate in competitions and travel while on academic warning.

- Academic Ineligibility is a middle school student with a failing grade on the weekly Wednesday activities eligibility grade report and failed to improve all grades during the same week to passing by Friday at 3 pm. The student may practice but not participate in competitions, sit on the bench, stand on the sideline or travel with the team.

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

D. A middle-level school student who is academically ineligible at the end of a quarter will also be ineligible in 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 extracurricular activities at the beginning of a new school year and fall sports/activities season if the student meets the activities eligibility rules of Natrona County School District.

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

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

I. 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 and parents are given those standards in writing. The new eligibility standard must be consistently monitored and applied to
the students participating in all NCSD co-curricular and extracurricular activities and sports offered at the school.

### III. Wyoming High School Activities Association

#### Eligibility Requirements 9th-12th Grades only

*(partial list):*

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

B. A student must be passing in five solid subjects (three solid subjects in an accelerated block schedule) at the time of the contest. A passing grade is considered to be the passing grade of the individual school. As defined, a solid subject meets five days a week or it’s equivalent for the entire semester and for which one-half Carnegie units are granted. (WHSAA Rule 6.2.2)

C. A student shall be permitted to make up work after the close of the semester for the purpose of becoming eligible. Deficiencies, including incompletes, conditions, and failures for the previous semester may be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for qualification purposes. The makeup work must match the class where the failure occurred (ex. If an online class is taken, Algebra I for Algebra I, etc.). Credit needs to be approved by the student’s school district. The student will not become eligible until all deficiencies from the previous semester have been made up to meet Rules 6.2.1 – 6.2.2.

D. A student ineligible because of scholastic deficiencies from the previous semester shall not be eligible until all grades have been verified by a school official on or after the last day of the current semester provided they have met requirements. (Rule 6.2.6)

E. A student who is suspended or expelled from high school during a semester and who does not finish the semester is ineligible during all of his/her next semester since his/her record for the previous semester is incomplete. (Rule 6.2.7)

F. High school students taking college classes will be allowed to count the college classes toward the required five solid subjects if the student has the approval of the school. (WHSAA Rule 6.2.8)

G. A special education student is eligible to participate upon verification by the student’s high school principal that he/she is proceeding in a satisfactory manner towards the educational goals established for him/her. (WHSAA Rule 6.2.85)

H. WHSAA eligibility rules regarding Home School Students and combination school agreements please refer to the WHSAA handbook rules 6.2.90 and 6.2.91 respectively, at whsaa.org, general links, click on handbook.

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

*If you have additional questions, call the District Athletics/Activities office at 253-5460.*

### Food Services

NCSD serves breakfast and lunch at most schools. Exceptions are Alcova, Powder River, and Red Creek. Free and reduced-price meals are available to those who qualify. Applications are mailed to each family’s household before the start of school. Applications will be available at each school throughout the year. Applications will also be available online during the year at www.natronaschools.org. Once an application has been approved, the student will be eligible for free or reduced meals. Parents will be held liable for any charges incurred until the application is approved. Parents are expected to maintain a positive meal account balance to pay for student meals or pay cash. NCSD offers www.myschoolbucks.com as a tool for parents to review their student’s account balances and meal choices. When the student’s positive account balance reaches $10.00, the student will be verbally reminded that the account balance is getting low.
The charge limit for all students is $10.00. Parents of elementary students will be notified of negative account balances once per week. Parents of secondary students will be notified of negative account balances of $10.00 and above, once per month. Students will be provided an alternate meal when the charge limit of $10.00 is exceeded. Accounts will be charged the current cost of an alternate meal. Students will continue to receive the alternative meal until the negative account balance is settled. There are no provisions to allow charging for any ala carte items. Staff members are not allowed to charge meals.

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

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

Families can purchase and track their student’s meals through myschoolbucks.com. This service lets families deposit money into their child’s school meal account at any time. You may also make advance payments for your child’s meals by check. Checks should include your child’s full name in the memo line and should be made out to Natrona County School District.

Special Dietary Needs - Parents/guardians who wish to request special food need to return the doctor signed medical statement to request special meals, accommodations, and milk substitutes from the school. This form may be requested from the school lunch clerk or found online at the Food Services tab on the Natrona County School District website. Natrona County School District Food Services will not make food substitutions unless it is considered a disability. Milk allergies will be provided with a substitute drink.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Graduation Requirements
The NCSD graduation requirements are designed to provide opportunities for all students to learn the content standards and to demonstrate their learning in different ways. In order to graduate, a student must earn credits as follows:

www.natronaschools.org
Carnegie Unit Credits
Students must earn a passing grade of D or above to earn credits. To graduate, students at NCHS, KWHS, and Midwest must earn the required number of credits as follows:
Language arts/English (4.0)
Math (3.0)
Physical education/P.E. (2.0)
Science (3.0)
Social studies (3.0)
Electives (10.5)
Civic Responsibility/Financial Literacy (1)
Total credits (26.5)

Alternative High School
Roosevelt High School.
Beginning the summer of 2019, Roosevelt Alternative High School will not be classified as an option under the 'open-enrollment' choices for Natrona County School District. Enrollment in Roosevelt will be based on the individual student's social, emotional and/or academic needs as determined by the District utilizing a process outlined in the details of administrative regulation 6400.

Click here and/or please contact your principal or the NCSD Curriculum & Instruction Division at 253-5253 if you have questions regarding these requirements.

Hathaway Scholarships
The state of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship. Click here and/or contact your school counselor for more information.

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

Responsible users may:
- Use the Internet for educational research purposes.
- Use the email function, or other software tools, to collaborate with others for educational purposes.

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

Responsible users should:
- Use only assigned accounts.
Report security risks or acceptable use violations to a teacher or administrator.

Communicate only in ways that are kind and respectful.

Recognize that email is not guaranteed to be private.

Download accumulated email or other research files from the file server to save storage space.

**Responsible users should not:**

- Reveal personal information (age, phone number, address, etc.) about yourself or others.

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

**Special Education Services**

Natrona County School District is considered a leader in providing special education throughout Wyoming and the Rocky Mountain region. The Special Education Department operates under the mission that we exist to provide exceptional professional support to school personnel in the education of students with special needs.

The Department values diversity and believes that by adhering to our core values of Achievement, Commitment, Respect, Support, Teamwork, and Trust, every child can and will learn. Special Education Staff provides an appropriate education within a full continuum of placement options in the school and community which allows for responsible inclusion based on individual student needs.

Parents are encouraged to become full and equal partners in planning for their child’s education. Educators and parents have the responsibility to challenge all students by setting high expectations and increasing options for students. Natrona County School District supports responsible inclusion, and our programs have served as a model for other districts in the state.

Aligning with the Individuals with Disabilities Education Act (IDEA), special education is defined as “specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.” A child may have a disability but not fit the definition for educational purposes which may support eligibility under Section 504 of the Rehabilitation Act and may, therefore, be entitled to a 504 Plan to ensure equal access to the educational opportunities afforded to same-age peers.

A child who is eligible for Special Education services must meet specific eligibility criteria to qualify in at least one of the following categories: Autism Spectrum Disorder, cognitive disability, deaf-blindness, developmental delay, emotional disability, hearing impairment including deafness, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech-language impairment, traumatic brain injury, and visual impairment, including blindness.

*For more information on Special Education Services, please contact Ted Hanson, Director of Special Services, at (307) 253-5483.*

**STUDENT TRIPS**

All student trips will have a recognizable educational value and must fit within the current standards or aligned to Wyoming High School Activities Association (WHSAA) sanctioned activities and sports.

There are four types of student trips: activity trips, field trips, extended field trips, and non-school district-sponsored trips.

**SECONDARY SCHOOL ACTIVITY TRIP:** An activity trip is school-sponsored. It includes travel to an activity or sports competition within an established season. The activity or sport is Natrona County School District
(NCSD) recognized, approved and Wyoming High School Activities Association (WHSAA) sanctioned, or aligned with WHSAA sanctioned activities and sports.

For an activity trip to be considered "school-sponsored," the activity must have NCSD recognition and approval, approval of the school’s administration and includes only eligible students meeting the requirements of the Athletics & Activities Academic and Code of Conduct eligibility regulations and have medical clearance to participate in the activity. Those traveling shall follow the procedures outlined in this board policy/administrative regulation and all board policies and administrative regulations regarding student travel AR5341, AR5342, and AR5345.

Approval of an activity trip shall be based on the alignment to Wyoming High School Activities Association (WHSAA) sanctioned activities and sports. The approved student activity trip includes a completed Physical Examination Form (PE01) and/or Parent/Guardian Consent Form (ATF02), a detailed Activity/Field Trip Itinerary Form (ATF05), and the Activity/Field Trip Manifest Form (ATF06). The approved trip also includes safe places or conditions, reasonable use of school time, and meets the required NCSD supervision guidelines.

EXTENDED SCHOOL FIELD TRIP: A trip that meets the definition of a field trip and provides an extended organized trip for students during the summer months or when school is not in session for all eligible students in order to minimize the number of school days missed by students.

NON-SCHOOL DISTRICT SPONSORED STUDENT TRIP: A trip organized between the individual participants and the sponsoring agency/individual and expressly states that the trip is not in association with any individual school or NCSD.

A Non-school District Sponsored Student Trip relies on private resources and chaperones who are not traveling on school district paid time. All NCSD participants must fill out the NCSD form (NSSST01) before participating in the event.

USE OF PRIVATE TRANSPORTATION - STANDARD OPERATING PROCEDURE-5342/5343: Private transportation is allowed for school-sponsored student field trips and identified activity trips:

- When they are within the immediate Casper, Evansville, Mills, and Bar Nunn areas (but does not include Casper Mountain). Requests for trip destinations beyond the listed require approval by administration due to extenuating circumstances.

- When they are for school purposes such as a class, competition, field trip, performance, practice, production, service work/volunteering, work-study course, or a special event that does not require travel on mountain roads.
Title I

Title I is a federal program that provides financial support for schools with high percentages of students from low-income families. NCSD schools that qualify for Title I include Bar Nunn Elementary, Cottonwood Elementary, Evansville Elementary, Journey Elementary, Lincoln Elementary, Midwest, Pineview Elementary, and Sagewood Elementary. These schools are responsible for meeting additional requirements under federal law. All teachers and educational support personnel who work in Title I schools are required to meet specified credentials. All teachers and educational support personnel at NCSD’s Title I schools have met those specified credentials. Parents will be notified by the school if this 100 percent status changes. Parents have the right to check these credentials by contacting the NCSD Human Resources Services Office.

Copies of school improvement plans and Title I action plans are available at each of the NCSD Title I schools. Title I schools also follow district-wide parent involvement guidelines, as follows:

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

Within this context, what follows is district-level written guidelines/policy for establishing the expectations for parent involvement of participating Title I children. The intent is to encourage Title I schools to further involve parents of participating children in the education of their children through an organized structure that:

A. Involves parents in joint development and review of each building’s Title I and school improvement plans through school improvement plan meetings held at each site;

B. Coordinates and assists participating Title I Schools by holding district parent advisory committee meetings at least one time per year for the purpose of sharing parent involvement activities and developing new activities for buildings implementation;

C. Provides each school with ideas and recommendations for building their capacity to:

- Partner with schools in improving student achievement,
- Assist parents in understanding the standards and assessments while monitoring their student’s progress and working with educators,
- Provide support in implementing effective parental involvement,
- Provide training on helping parents work with their children,
- Build ties between the school and parents, including education on reaching out to parents and the value of their involvement, and
- Communicate to parents the information about meetings and programs, effectively.

D. Coordinates and integrates Title I parent involvement strategies with those of Head Start, Even Start, preschool and other parent-student training programs;

E. Annually evaluates the parent policy during one of the district Title I parent advisory committee meetings and through the use of survey data. The evaluation will include the content and effectiveness of the policy, participation trends, and possible barriers to greater participation. Methods will be developed to:

- Compare levels of parent participation,
- Determine whether the levels of participation of parent who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background are represented in adequate proportions,
- Identify barriers to greater participation,
- Assess the effectiveness of parental participation activities, procedures, and policy in the improvement of schools,
- Report evaluation findings, and
- Use evaluation findings to revise the policy.

F. Requires buildings to plan specific parent involvement activities and spend a portion of their Title I allocation toward the support of these activities and distribute the district parent involvement fund as needed;

G. Develops school/parent compact for schools to use each year to define shared responsibility with parents for student achievement;
H. Completes the following items at each building’s annual meeting and/or during individual conferences:
- Give timely information about their programs to parents.
- Describe the curriculum, assessments, and proficiency levels required.
- Provide opportunities during School Improvement Planning and/or other meetings for parents to provide suggestions and participate in decision-making.
- Inform parents of their right to submit comments with the school’s plan, if the plan is not satisfactory to them, and
- Review the Parent/Student/Teacher Compacts which describe our shared responsibilities for obtaining high student academic achievement.
- Include a description of parent involvement activities in their school improvement plans.

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

**Student Conduct - General**

**ATHLETICS & ACTIVITIES CODE OF CONDUCT**

(Administrative Regulation 5371)

Go to the link below to read the full version of Regulation 5371
https://www.boarddocs.com/wy/ncsd1/Board.nsf/Public

**INTRODUCTION**

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

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

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

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

**SUMMER PARTICIPATION**

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

**CONTEST DEFINITION**

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

One NCSD Contest = One contest or day or event or game or meet as defined by the WHSAA for the sports and activities listed below

Contest = Basketball, Cheer, Dance, Marching Band, Soccer, Softball and Volleyball

www.natronaschools.org

September 2, 2020
Contest Day = Alpine Ski, Cross Country, Nordic Ski, Golf, Swimming and Tennis
Event = FFA and Wrestling
Game = Football
Meet = Indoor Track and Outdoor Track, Speech and Debate

WHSAA Handbook (e.g. 4-1-2019 rules for the maximum number of Contests, Games, Contest Days, Meets or Events) allowed in the activities & sports listed above per season are as follows:

<table>
<thead>
<tr>
<th>Sport or Activity</th>
<th>Title of WHSAA Competition</th>
<th>Number of competitions per season*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine Ski</td>
<td>Contest Day</td>
<td>12</td>
</tr>
<tr>
<td>Basketball</td>
<td>Contest</td>
<td>18</td>
</tr>
<tr>
<td>Cheer</td>
<td>Contest</td>
<td>&gt;13</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Contest Day</td>
<td>8</td>
</tr>
<tr>
<td>Dance</td>
<td>Contest</td>
<td>&lt;12</td>
</tr>
<tr>
<td>FFA</td>
<td>Event</td>
<td>&lt;12</td>
</tr>
<tr>
<td>Football</td>
<td>Game</td>
<td>9</td>
</tr>
<tr>
<td>Golf (fall)</td>
<td>Contest Day</td>
<td>10</td>
</tr>
<tr>
<td>Golf (spring)</td>
<td>Contest Day</td>
<td>9</td>
</tr>
<tr>
<td>Marching Band</td>
<td>Contest</td>
<td>&lt;12</td>
</tr>
<tr>
<td>Nordic Ski</td>
<td>Contest Day</td>
<td>12</td>
</tr>
<tr>
<td>Soccer</td>
<td>Contest</td>
<td>14</td>
</tr>
<tr>
<td>Softball</td>
<td>Contest</td>
<td>26</td>
</tr>
<tr>
<td>Speech &amp; Debate</td>
<td>Meet</td>
<td>10</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>Contest Day</td>
<td>18</td>
</tr>
<tr>
<td>Tennis (fall)</td>
<td>Contest Day</td>
<td>10</td>
</tr>
<tr>
<td>Tennis (spring)</td>
<td>Contest Day</td>
<td>9</td>
</tr>
<tr>
<td>Track - Indoor</td>
<td>Meet</td>
<td>8</td>
</tr>
<tr>
<td>Track - Outdoor</td>
<td>Meet</td>
<td>10</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Contest</td>
<td>18</td>
</tr>
<tr>
<td>Wrestling^</td>
<td>Event</td>
<td>15</td>
</tr>
</tbody>
</table>

*(Wrestling Event values > Single Dual & Tournament = 1; Double Dual, Triangular, Quad, Dual Tournament = 2)
*Designated number of competitions do not include Conference, Regional or State

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

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

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

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

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

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

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

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

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

NCSD CONDUCT REGULATIONS
Students who participate in athletics, activities or co-curricular clubs will not use, possess, transfer, or disperse any tobacco products, including e-cigarettes, vaporizers, Juul-like devices or products, drug paraphernalia, alcoholic beverages, or illicit controlled substances (drugs). Students will not confiscate (steal), destroy or vandalize private or public property. This will include but not be limited to theft, shoplifting, breaking and entering, and vandalism. Students covered by the Code of Conduct who violate Municipal, State, or Federal codes (excluding minor traffic violations) will incur consequences as outlined in this administrative regulation.

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

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

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

It is prohibited to have in the student’s possession, be under the influence of, or have in the student's bloodstream, any intoxicant, inhalant (not intended for that specific purpose or need) or any substance represented by the student to be a “drug” as defined by this administrative regulation.
It is prohibited for a student to possess “drug paraphernalia” as defined by the Wyoming Controlled Substances Act 1971. It is the policy of NCSD that the possession, use or distribution of substances represented as drugs is detrimental to the education, safety, and welfare of students. A student who violates any part of this policy shall be subject to discipline which may include exclusion, suspension or expulsion.

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

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

**Definition of Alcohol, Drugs, Products, Substances and Actions with Code of Conduct violation consequences:**

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

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

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

**Drug—**Any controlled substance as defined by Wyoming statutes.

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

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

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

2020-2021 NCSD Student/Parent Handbook

September 2, 2020
**Drug or Substance Trafficking/Providing** --Any involvement in the process of delivery or actual delivery of a drug/substance or any substance delivered or in the process of being delivered which is represented by the trafficker to be a drug or substance as defined in this policy.

**Behaviors with Code of Conduct violations consequences include (but are not limited to):**

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

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

**PARTY RULE**

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

**SPORTSMANSHIP**

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

**CONTEST EXCLUSION STEPS**

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

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

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

All activities or sports with **12 or fewer** regular-season contests (not including culminating events)

- Alpine Ski
- Cross Country
- Dance
- Football
- FFA
- Golf (Fall & Spring)
- Marching Band
- Nordic Ski
- Speech & Debate
- Tennis (Fall & Spring)
- Track (Indoor & Outdoor)
EXCLUSION STEP
1- One Contest
2- Three Contests
3- One Year - 365 days from the date of the Code of Conduct Violation

All activities or sports with **13 or more** regular-season contests (not including culminating events)

- Basketball
- Cheer
- Soccer
- Softball
- Swimming & Diving
- Volleyball
- Wrestling

EXCLUSION STEP
1- Two Contests
2- Six Contests
3- One Year - 365 days from the date of the Code of Conduct Violation

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

In all activities and sports, the Code of Conduct Exclusion Step consequences apply to all contests until the student has served the exclusion consequence at the level of play the student has the most playing time or the highest level of play if playing time cannot be differentiated (cannot play up or down a level in order to serve the exclusion step). If the exclusion occurs near the end of the activity or sports season, the student may be required to serve the exclusion in the next activity or sport in which the student participates. A student may not participate in another activity or sport to serve the exclusion step consequence unless the student successfully completes the entire season for that activity or sport.

(Exclusion Steps 1 & 2) - First and second Code of Conduct Violation (during the Defined annual Code of conduct time frame-page 1 Paragraph 4)

The student is excluded from contest participation according to the applicable contest exclusion step. The student will complete an intervention deemed appropriate by the school administration as per the Athletics & Activities Code of Conduct Standard Operating Procedure (SOP). In the event that the student does not complete the assigned intervention, the student will be moved to the next exclusion step in the sequence.

After a student receives a first or second Code of Conduct violation in the same academic year:
- Within one (1) school day and not to exceed three (3) school days, apply behavior consequences, Code of Conduct exclusions and develop an intervention plan that will be scheduled and executed by the school administration.

(Exclusion Step 3) - Third Code of conduct violation

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

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

SUSPENSION CRITERIA-ACTIVITIES & CO-CURRICULAR CLUBS

A student participating in activities and co-curricular clubs, not identified on page 9 under Contest Exclusion Steps, receiving a discipline consequence due to a
behavior violation will be suspended from competitions, enrichment activities, performances, productions, concerts, community trips, fundraisers or any event related to the activity or club during the suspension time frame determined by the District Parent-Student Handbook and/or Administrative Regulation 5370. As with Contest Exclusion Steps, suspension for activities and co-curricular clubs not listed on page 9, is not completed until midnight on the last day of the suspension being served. A student must be academically eligible and qualify for a contest, event, game, meet or contest day in order for the Code of Conduct exclusion/suspension to be applied.

A student participating in more than one activity or co-curricular club simultaneously with a Code of Conduct violation will serve the required suspension for both the activity and/or club.

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

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

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

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

TRANSPORTATION EXPECTATIONS AND GUIDELINES
Transportation will enforce Board Policy 3426 which states: “Proper control on buses is essential to the safety and well-being of all bus riders. Unruly riders shall not be tolerated”.

Student expectations and guidelines while being transported on NCSD transportation exist regardless of purpose (routes, activities and field trips). The regulation applies to all bus riders and is intended to increase the safety and well-being of all bus riders.

**Basic Ridership Rules:**

1. Proper control on buses is essential to the safety and well-being of all bus riders.
2. Unruly riders shall not be tolerated.
3. Transportation is a privilege, not a right.
4. Transportation service is granted to the student contingent upon the exhibition of proper behavior according to Natrona County School District behavioral guidelines.
5. A student’s eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for a violation of any other law or policy governing student conduct on a bus.
6. Each transported student has the right to a safe ride to and from school which is free from bullying, intimidation, threat, or harassment. The good conduct of all students while waiting for the bus in the morning, leaving the bus at the end of the day and transferring buses at the Bus Hub is required and expected for a safe ride for all students.
7. Natrona County School District has established Transportation Discipline Guidelines which apply to all students while on the bus and while in bus loading or unloading areas. Each individual
student, as well as his/her parents or guardians, are responsible for their behavior while on the bus and in bus loading or unloading areas including transfers at Bus Hub.

8. Revocation of a student’s bus riding privileges is not considered an exclusion, expulsion, or suspension from school. The school bus is considered an extension of the classroom and discipline may apply in both areas.

9. In accordance with State and Federal law, decisions regarding Special Education students will take into account related disabilities and individual education requirements pertaining to transportation.

Natrona County School District will not provide alternative transportation to a student whose ridership has been suspended or revoked.

Definition of Misconduct Levels

a. Tier 1 Minor Acts of Misconduct - Behavior that is annoying, but not harmful to others, that can adequately be corrected by the bus driver or monitor.
b. Tier 2 Intermediate Acts of Misconduct - Behavior that becomes a pattern of repeated infractions and/or more serious behaviors leading to safety concerns. Intent, context, and circumstance are taken into account.
c. Tier 3 Serious Acts of Misconduct - Behavior is a serious disruption of the transportation environment, threatens to health, safety, or property and other acts are of serious misconduct.

Consequences

d. Tier 1 Misconduct - Driver issues written Bus Behavior Notice to student for parent, student and school awareness. Multiple warnings may result in Bus Citation Notice.
e. Tier 2 and/or Tier 3 Misconduct - Bus Citation Notice.
   i. 1st Offense - Written warning, notification of parent, and/or school disciplinary consequences.
   ii. 2nd Offense - Written warning, notification of parent, and/or school disciplinary consequences.
   iii. 3rd Offense or Tier 3 Misconduct - Written notice and 10 to 20 Day Suspension of all transportation and/or school disciplinary consequences.
   iv. 4th Offense or Tier 3 Misconduct - Written notice and all transportation privileges revoked and/or school consequences.

f. In certain circumstances, based on severity and level of misconduct, in accordance with other applicable board policies, the District may suspend the student from the bus on first offense.
g. Any student under suspension of bus riding privilege is not allowed to ride a bus including during activity trips. If a suspended student does ride, the student may lose bus riding privileges in accordance with fourth offense procedure and may be charged with trespassing. Field Trips aligned to curriculum standards are allowable.

High School and Middle School students cannot walk to the hub or from the hub to their school. Students need to be bussed to and from their school for safety reasons.

<table>
<thead>
<tr>
<th>NCSD TRANSPORTATION BEHAVIOR MATRIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE SAFE</td>
</tr>
<tr>
<td>BE RESPECTFUL</td>
</tr>
<tr>
<td>BE RESPONSIBLE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bus Number:</th>
<th>Driver's Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>All Riders will:</th>
<th>BE SAFE</th>
<th>BE RESPONSIBLE</th>
<th>BE RESPECTFUL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Loading Zones/Bus Stops</td>
<td>Walk at all times</td>
<td>Remain in designated area</td>
<td>Be to your stop on time (5 minutes early)</td>
</tr>
<tr>
<td></td>
<td>Stay on sidewalk and be alert</td>
<td>Keep area clean</td>
<td>Follow adult directions without comment</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet and objects to self</td>
<td>Find an adult if you need help</td>
<td>Use appropriate language</td>
</tr>
<tr>
<td></td>
<td>Leave, glass, animals, skateboards and large equipment at home</td>
<td>Go straight to your next bus when released</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Load busses at school or assigned stops only</td>
<td>Keep your area clean</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Bus | Listen to and follow adult directions the first time | Use appropriate noise level | |
|     | Set seats and facing forward at all times | Keep your belongings with you | |
|     | Keep hands, feet and objects to self and inside the bus | Keep food and drinks in your backpack/bag | |
|     | Keep aisles clear | Alert an adult if you need help | |
|     | Get on and off your assigned bus at your assigned stop | Sit in your assigned seat | |
|     | | Keep your area clean | |
|     | | Wear earbuds/earphones when listening to music | |
|     | | Remove hats/hoodies when on the bus so face can be seen | |

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Student Conduct - Terms & Definitions

The following definitions are important to know and understand. Students who engage in prohibited activities are subject to discipline, which may include suspension or expulsion. This policy applies to all students at all school district-operated or controlled buildings, playgrounds, vehicles, or any other property owned or controlled by the school district and at all activities conducted, sponsored, or participated in by students of Natrona County School District No. 1. This list is not meant to be exhaustive, but it does include many of the more common and/or serious types of prohibited conduct. Prohibited conduct that is attempted but not completed may subject the student to discipline to the same extent as if the conduct was completed.

The categories of prohibited conduct are meant as guidelines only and are not intended to limit the district’s ability to discipline students nor to limit the type of disciplinary measures administered. The Board of Trustees, administration, and teachers shall have the right to impose disciplinary action for other types of misbehavior when conditions warrant.

Academic Dishonesty: Includes but is not limited to cheating on a test, changing grades, plagiarism, or unauthorized collaboration with another person in preparing written work.

Adjacent: All property having a common boundary with all school premises of NCSD #1, including the property of persons other than the school district. When prohibited behavior is a consequence of or directly related to causes or events that occurred entirely or in part on school property or property controlled by the district or at a school activity, function, or event, it will be considered an imposing discipline even though it also occurred, in part, on private, non-school, adjacent property.

Affection, Public Display Of: Lewd and obscene behavior, acts of kissing, embracing, and/or sexual contact.

Arson: Starting a fire or attempting to set fire to any substance that would endanger the physical and psychological well-being of students and school personnel.

Automobile Misuse: Driving on school grounds in a careless or reckless manner, speeding, illegal parking, or using an automobile for any purpose prohibited by district policy or rules/regulations.

Assault: An unlawful and unsolicited attempt, coupled with the existing ability to commit a violent injury on the person of another, or any aggressive act toward another, that places the victim in fear of harm to his/her person.

Battery: The willful and unlawful use of unsolicited force or violence upon the person of another.

Bullying/Harassment/Intimidation: As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

“Electronic communication” means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer, or pager.

Burglary: The unauthorized entry of any vehicle, school building, or other structure or portion thereof that belongs to the school, or onto any property or portion thereof lawfully possessed or controlled by another person, with the intent to commit any felony, theft, or other prohibited act.
Bus Misconduct: See Transportation Policy.

Defiance: Willful disobedience or defiance of authority of any district policy, rule, regulation, or of any reasonable request by school personnel.

Discipline: All forms of corrective action or behavioral intervention, including suspension or expulsion.

Disrespect: To insult, call derogatory names, dishonor, defy, or in any other manner abuse any member of the district staff or a student verbally or in writing.

Disrespect Toward School Personnel: Students shall address all school personnel, including board members, administrators, teachers, secretaries, custodians, coaches, and other personnel by the last name, prefixed by: Mr., Mrs., Miss, Ms., Dr., or Coach, as appropriate.

Disruption of Entire School: To incite, participate in, or perpetuate forms of civil disobedience such as sit-ins, walkouts, boycotts, or other disruptions of the normal operation of classrooms, other parts of the school premises or school activities. Under no circumstances should dissent interfere with the health, safety, or educational opportunities of members of the school community.

Distractive or Disruptive Dress and Appearance: Styles that are distractive and disruptive to the educational process; those that are obscene or vulgar; those that constitute a possible threat to safety and health; and those that promote disrespect for school authorities. Students are expected to recognize standards of decency and appearance. (See NCSD Board Policy 5375)

Distribution of Unauthorized Printed Materials: Distributing unauthorized materials on school property in violation of board policy or individual school policies.

Due Process: Constitutional process that provides an opportunity for a student to be advised regarding misconduct and to present his/her defense against charges of misconduct that may lead to disciplinary action as provided by law.

Explosive: Possession of explosives, fireworks, stink bombs, or other substances that have the potential to do damage to others, school or personal property, or that cause interruption of the normal school process.

Expulsion: Exclusion from and denial of the right of attendance at any school in NCSD #1 for up to one full school year, not to exceed two semesters, which may also encompass summer school, and which includes a denial of the right of admission to and entry upon any real or personal property owned, leased, rented, or controlled by the school district during the period of expulsion as defined by decision of the Board of Trustees.

Extortion: Taking, or attempting to take, personal property or money from any other person, by means of force or fear. Extortion may also include attempts, utilizing force or fear to extract information or an act, or to force an individual to refrain from revealing information or doing an act, despite the individual’s legal rights.

False Reports: Falsely reporting incidents, making false accusations, or giving false statements to school personnel. All false reports are harmful and illegal. False reports include (but are not limited to):
   a. improper release of a school fire alarm;
   b. tampering with or discharging a fire extinguisher or fire hose;
   c. bomb threats or false 911 calls;
   d. any report that may cause interruption to the normal school process; or
   e. any oral or written report containing a false statement of fact.

Fighting: Students engaged in physically striking each other in an aggressive manner.

Flying Objects: Any paper objects, snowballs, rocks, coins, bottles, etc., thrown or propelled, which may cause injury to persons or property.

Forgery: Falsely using in writing the name of another person, or falsifying time, dates, grades, addresses, or other data.
**Gambling:** Participation in games of chance with hopes of winning something of value; i.e., dice, cards, pitching coins and betting. This does not apply to approved academic or extracurricular activities.

**Gang Activity:** Any behavior that displays evidence of membership in or affiliation with a criminal or illegal gang, including both verbal and nonverbal communication (gestures, handshakes, earrings, etc.), as well as the wearing of symbols, jewelry, emblems, clothing, or other adornments associated with a gang. Gang activity includes any effort to recruit for or further the interests of a gang, or to intimidate any other student on behalf of a gang.

**Hate Activity:** 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 hostility to the victim’s real or perceived race, ethnicity, religion, or sexual orientation.

**Inciting Others to Violence, Disruption or Disobedience:** Giving encouragement by words, acts, or deeds to demonstrations or protests that disrupt the normal educational process of a class or any other operation or activity of a school. This includes inciting or encouraging a fight.

**Indecent Exposure or Immoral Acts:** Any lewd, indecent, or offensive act that would be disruptive or distractive to the educational process as determined by school personnel.

**Insubordination:** The failure to obey a lawful rule, directive, order, or policy.

**Lawful Restraint:** The act of controlling students when their actions may inflict harm to others or the student him/herself.

**Littering:** Willfully leaving trash on school property.

**Loitering:** Being in or about any school building, or in specifically restricted areas of a school building or campus at unauthorized times or without specific authorization of the school’s personnel. This refers to students, non-students, and suspended or expelled students.

**Multiple Misbehaviors/Habitually Disruptive:** The repeated failure to comply with directions of teachers, student teachers, substitute teachers, aides, principals, or other authorized school personnel.

**MTSS:** Multi-tiered Systems of Support. A framework used to provide targeted academic and behavioral support to students.

**Parent:** Person(s) having legal authority and rights to make decisions for their minor student(s) in NCSD #1.

**Possession:** A student is deemed to be in possession of an illegal and/or banned item under this policy when such item is found on the person of the student; in his/her locker; on school property assigned to, used by, or under the control of the student; on property owned or being used by the school; at any school function or activity; at any school event held away from the school; or while the student is on his/her way to or from school.

**Profanity/Obscenity:** Using language and/or gestures, which are offensive or vulgar to students or school personnel, in verbal or written form, or in pictures or caricatures as interpreted by school officials.

**Progressive Discipline:** A philosophy whereby students receive lesser consequences for first-time minor misconduct and more serious consequences for chronic misbehavior.

**Prohibited Printed Materials:** Possession or use of materials that contain obscene language or pictures; language that is slanderous, libelous or defamatory; language that incites students to create a clear and present danger; or language that is a disruption or distraction.

**Restrooms:** Restrooms are not to be used as meeting places, eating places, or smoking lounges.

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Sexting: Sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by cell phone, computer or other electronic means during school hours or activities on or off campus; while on school district property; during any recess, lunch or leave periods on or off school district property; by use of school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school or the educational process or experience.

Sexual Harassment: Any type of unwelcome personal attention that is coercive or offensive to another person, including, but not limited to unwelcome touching, patting, pinching; sexually offensive language or pictures; derogatory or sexually based humor; disparaging remarks to a person about his/her gender; suggestive references about a person’s appearance; or unwanted notes, calls or requests for dates or sexual favors. Students are to report any allegations of sexual harassment to their appropriate counselor, school nurse, social worker, teacher, or an administrator.

Stalking: The persistent following, contacting, watching, or any other threatening actions that compromise the peace of mind or the personal safety of the individual.

Student: Any person enrolled in NCSD #1.

Substitute Teachers: Students shall display special courtesy and cooperation, together with good behavior, when substitute teachers are in the classroom.

Suspension: Denial of attendance at any single subject or class, or at any full schedule of subjects or classes for a period of time not to exceed 10 school days. A suspension also may include a denial of admission to or entry upon any real personal property that is owned, leased, rented, or controlled by the school district during the period of the suspension.

Tardiness: Being late to school, class, homeroom, or any other part of the student’s schedule.

Telephone Harassment: General nuisance calls; non-emergency 911 calls; bogus bomb threats; telephone calls for the purpose of intimidation, harassment, making threats, causing disruption of any part of school operations; or calls made for any other purpose prohibited or prescribed by law or policy.

Thievery: Theft of private, school, and/or personal property of students or school personnel; possession of stolen property; or possession of property without the owner’s permission.

Threatening or Intimidating Acts: Verbally or by gesture threatening the well-being of any person on any school owned or controlled property or en route to or from school.

Tobacco, Alcohol and Other Drugs: Possession, sale, use, transfer, ingestion of, or being under the influence of any stimulating, depressing, or behavior-altering substance, including any form of tobacco, hallucinogenic drug, or marijuana, not possessed under a lawfully issued prescription from a person licensed to practice medicine; or an over-the-counter substance taken without compliance with school policy.

Trespass: Entering or remaining unlawfully in any school building, portions thereof, or other school property without the permission of the school personnel in lawful control of the premises.

Truancy or Unauthorized Absence from Class: Absence from school without the prior knowledge and consent of parents, guardians, and school personnel. When the excuse does not meet the satisfaction of school personnel, the absence will be counted as an unexcused absence or an act of truancy even if the parent or guardian has given approval.

Unauthorized Items in School: Bringing any unauthorized objects to school that may be disruptive or distractive and that are not related to the educational process.

Unauthorized Petitions: Presenting or distributing petitions that contain obscenities, libelous statements,
Unauthorized Reentry: Once a student leaves a school activity, he/she will not be readmitted to the activity without the permission of the administrator or teacher in charge.

Unauthorized Sale or Distribution: Selling, distributing, or attempting to sell or distribute any object or substance that has not been authorized for sale or distribution by the designated school official.

Unauthorized Student Protest or Gatherings: Protesting or gathering that results in disruption of the educational process.

Unauthorized Use or Possession of Electronic Equipment: The use of any electronic device, possessed to commit any act, which violates any law, policy, rule or regulation.

Vandalism: Willful destruction of school property or property belonging to others.

Vape, E-cig, Juul: Device used as a delivery system for tobacco, non-tobacco substances, or controlled substances.

Weapons: To possess, handle, transmit, or conceal any object that could be used as a weapon or is capable of causing harm to another person, including but not limited to guns of any type, water and toy guns that resemble the real thing, Ninja stars, screwdrivers, ball bats, slingshots, bludgeons, or knives.

Student Conduct -- Policy

Administrative Regulations for Policy 5370 – Student Conduct and Discipline can be found on the NCSD website at www.natronaschools.org

Introduction

The Natrona County School District, (NCSD), Board of Trustees recognizes its responsibility to give support and assistance to school employees with respect to student discipline policies and procedures of the school district.

Further, the Board recognizes that an effective behavioral management policy is intended to foster student growth while ensuring each student an atmosphere which is safe, conducive to the learning process, and as free as possible from unnecessary disruptions.

The Board also recognizes that the District is the school community and that schools are a reflection of society. The rules of the District reflect the standards of the school community. The interest of this policy is to have all stakeholders use a consistent set of behavioral expectations and rules. Behavioral management techniques should teach those expectations, how to make acceptable choices, and how to resolve conflict in a productive, non-violent way.

Additionally, it is the intent of this policy to help create a positive, caring atmosphere where all students and adults feel respected and are valued members of our school community. The desired result is to have a safe, positive, and proactive environment where both the students and the staff feel enthusiastic about learning and sharing ideas. This policy is based on the following tenets:

- Students and adults are encouraged to work cooperatively.
- Students and adults are expected to treat one another with respect.
- Students and adults are expected to conduct themselves in an honest manner.
- Students and adults have the right to be physically and emotionally safe.

When school personnel are instituting consequences or discipline for inappropriate behavior they will consider the following:

- Fairness (appropriate to the situation)
- Consistent
- Allows for individualization
- Developmentally appropriate
- Adherence to the District’s policies and regulations.
- Promotes partnerships/communication with families
- Promotes learning and personal responsibility.
- Parents are encouraged to take appropriate cooperative measures to ensure proper behavior of their students. Student chronic or severe misbehavior is an infringement on the right of all...
children to learn and negatively affects the classroom-learning environment.

Through the Wyoming Education Code (W.S. §21-1-21-15) and Board policy, all school personnel are charged with providing a proper learning environment and for maintaining order among the students placed in their charge. This charge includes developing means to motivate and reinforce positive behavior patterns and taking positive action to correct unacceptable behavior by students.

In addition, data will be gathered about the effectiveness of creating an atmosphere that is safe, conducive to the learning process, and as free as possible from unnecessary disruptions. The purpose of gathering the information is to continually improve efforts to have a safe, positive, and proactive environment where both the students and the staff feel respected, valued, and enthusiastic about learning and sharing ideas.

It shall be the duty of all school personnel to enforce such rules for school and class control as the Board may establish. Procedures used to manage pupil conduct should assist in advancing the purposes of education and be consistent with Board policies, state laws, and State Board of Education regulations.

Any misconduct on the part of pupils which directly relates to and affects the management and efficiency of the schools is within the scope of power of school officials and the Board to regulate. As appropriate based on the circumstances, the Board authorizes administrative and supervisory staff to suspend or expel students pursuant the provisions set forth in W.S. § 21-4-305 and W.S. § 21-4-306.

The Board recognizes that individual schools may adopt additional rules for orderly conduct; however, such rules must be consistent with Board Policy and District Administrative Regulations.

The Discipline and Conduct Policy of Natrona County School District is binding upon all school and student personnel at all District operated or controlled buildings, playgrounds, vehicles, or any other property owned or controlled by the District and at all activities conducted, sponsored, or participated in by school personnel or students of Natrona County School District.

**Philosophy**

**Cooperation:** Students and adults are encouraged to work cooperatively with one another and with peers.

Examples of cooperation include, but are not limited to, the following:

- Working together toward common goals and interests
- Working together to resolve differences
- Adults giving students direction in keeping with the school philosophy and behavior guidelines
- Students following adult direction

**Respect:** Students and adults are expected to respect each other. Examples of respectful behavior include, but are not limited to the following:

- Listening to each other
- Talking politely and using appropriate language
- Using appropriate body language
- Using an appropriate tone and volume (even when angry)
- Avoiding words that are hurtful to others
- Accepting individual differences (including cultural, learning, appearance, and other differences)
- Touching others’ property only with permission
- Being mindful of other people’s space
- Keeping confidential information private
- Treating school property with care
- In the interest of having an emotionally safe and healthy learning environment free from polarized topics, conflict and disruption, any NCSD student, staff or adult visitor displaying, creating, or wearing images (e.g. Swastika, Confederate flag…) that in the judgement of school officials, and in alignment with current social norms, could be reasonably perceived by others, to be offensive, inspire hate, or intended to be disrespectful to any race, creed, gender, sexual orientation or gender identification, shall not be allowed on any school district property.

**Honesty:** Students and adults are expected to conduct themselves with honesty. Examples of honesty include, but are not limited to, the following:

- Doing one’s own work
- Answering truthfully within a climate of safety (e.g., without fear of reprisal)
- Being respectful of other people’s property (and only taking property that belongs to oneself)
Safety: Students and adults have the right to be safe physically and emotionally. Students are expected to follow all safety rules for the school and buses, and respect other people’s right to be safe emotionally and physically. Examples of physical and emotional safety include, but are not limited to, the following:

- Enter and exit the school through the designated managed entrances.
- Walking in the halls.
- Walking when entering and exiting the building.
- Playing on and around playground equipment appropriately.
- Leaving weapons at home (including toy weapons).
- Following bus rules.
- Avoiding fighting and play fighting.
- Respecting other people’s physical space.
- Using appropriate tone and volume at all times (even when angry).
- Talking politely and using appropriate language.
- Using appropriate body language (avoiding obscene gestures).
- Avoiding words that are hurtful to others.
- Accepting individual differences (including cultural, learning ability, appearance, and other differences).
- Keeping confidential information private.
- No spitting or biting.

Consideration for Consequences:

- Fair (appropriate to the situation)
- Consistent
- Allows for individualization.
- Developmentally appropriate.
- Alignment to the District’s Extreme Behavior Guidelines.
- In accordance with the school’s MTSS process.
- Reflective of research based or identified best practices (e.g., positive discipline).
- Promotes partnerships/communication with families.
- Promotes learning and personal responsibility (not “control and correct”).
- Built-in evaluation for effectiveness.

Minor acts of misconduct are acts that can be handled by classroom or supervising staff “in the moment.” Ongoing acts of minor misconduct may result in a referral to the building principal or designee for further assistance in accordance with the school’s Multi-Tiered System of Support plan.

Examples of minor acts of misconduct include but are not limited to:

- Talking out in class
- Poor Language Choice
- Chewing gum
- Wandering the room
- Not prepared for class
- Sidebar conversations
- Off-task behaviors
- Minor rough-housing
- Tardy to class
- Giving “attitude,” rolling eyes, heavy sighs, sucking teeth
- Violation of technology policy (cell phones, earbuds, iPods)
- No materials, homework
- Not working, off task
- Hallway misconduct
- Public Display Affection
- Dress code violation
Repeated acts of misconduct or acts that need a more immediate intervention by the building principal or designee will result in a referral to the office and result in a consequence or intervention in accordance with the school Multi-Tiered System of Support.

<table>
<thead>
<tr>
<th>Examples of events that could result in a referral to building administration or designee.</th>
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<tbody>
<tr>
<td>● Bathroom misconduct</td>
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<td>● Chronic classroom disruption</td>
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<td>● Rough-housing causing property damage, personal harm</td>
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<tr>
<td>● Locker room misconduct</td>
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<tr>
<td>● Taking the belongings of others</td>
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<td>● Bullying</td>
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<td>● Harassment</td>
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<td>● Disrespect</td>
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<td>● Safety violations</td>
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<td>● Physical confrontations</td>
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<td>● Truancy</td>
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<td>● Inappropriate Language</td>
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<td>● Chronic Tardiness</td>
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<td>● Lunch misconduct</td>
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<td>● Insubordination</td>
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<td>● Computer Infraction</td>
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<tr>
<td>● Skipped Detentions</td>
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<tr>
<td>● Serious technology misuse</td>
</tr>
</tbody>
</table>

**Referred Process**

Office referrals are used as documentation of acts of misconduct committed by a student. The referral also serves as a means to help the administrative team assess a situation, communicate with the student concerning the misbehavior, and communicate with the parent regarding the infraction committed and the consequence of the student’s infraction.

**Rights & Responsibilities**

**The principal has the right to:**

- expect full support and compliance of the staff, students and other personnel with all district guidelines, rules and regulations;
- expect a positive learning environment that helps facilitate self-discipline and encourages academic success;
- establish, with the assistance of teachers, students, and other personnel, building-level school policies, rules and regulations;
- impose necessary disciplinary measures;
- expect the staff to use appropriate disciplinary measures;
- assess and collect from students or their parents money for restitution of damage to school property in the manner and to the extent allowed by law;
- expect parents/guardians to respond in a positive, helpful manner when informed of learning or behavioral difficulties encountered by the student;
- administer the school in an atmosphere free from threats, intimidations, harassments, or prejudices;
- expect maximum educational benefits for all students.

**The principal has the responsibility to:**

- administer the school according to statute and the policies of the Board of Trustees and make a District Student Discipline and Conduct Handbook available to all staff, parents, and students;
- create and maintain a positive school atmosphere with the aid of students, staff and parents;
- communicate, implement, and enforce the established policies, rules and regulations with the objective of creating a positive learning situation and fostering self-discipline;
● support the staff in the reasonable enforcement of policies, rules, and regulations of the school and of the district and ensure that due process is afforded all students;
● assist the staff in identifying appropriate disciplinary measures;
● ensure that board policy and or administrative procedures are followed and enforced;
● advise and discuss with parents/guardians, in a professional manner, learning difficulties encountered by the student;
● support an atmosphere free from threats, intimidations, harassments, and prejudices;
● administer the school’s resources in order to offer maximum educational benefits for all students.

The teacher has the right to:
● teach in a positive atmosphere free from threats, intimidations, harassments, or prejudices;
● expect student due process procedures to be in effect at all times;
● receive the support of the Board of Trustees, district personnel, and principal in establishing a positive learning environment;
● assist in the formulation of compliance guidelines, rules and regulations with full support from administrative personnel;
● impose disciplinary measures consistent with the guidelines, rules and regulations adopted to enforce the district and building policies;
● have access to all adopted policies and administrative procedures;
● expect school to be a safe place;
● expect students/parents/guardians to respond in a positive manner when informed of learning or behavioral difficulties encountered by the student.

The teacher has the responsibility to:
● support an atmosphere free from threats, intimidation, harassments, and prejudices;
● support and utilize guidelines, rules and regulations that pertain to individual rights and due process;
● exercise professional knowledge and skills in establishing a positive learning environment;
● develop and adhere to the guidelines, rules and regulations which have been developed by the staff to enforce the district and building policies;
● establish classroom disciplinary measures consistent with the guidelines, rules and regulations adopted by the staff to enforce the district and building policies;
● become familiar with district-adopted policies and administrative procedures;
● assist school staff in maintaining a safe school;
● advise and discuss with students/parents/guardians, in a professional manner, learning or behavioral difficulties.

The parent has the right to:
● expect children to be attentive and productive in school;
● have children attend school from age 6 to 21, until graduation, or until they are legally discontinued;
● have district representatives recognize that their primary objective is the educational development of all children to their maximum potential;
● have the district establish, publish and make available for review its policies, procedures, codes and regulations;
● inquire into the facilities, environment, curriculum, and qualifications of persons entrusted with the education of their children to the extent permitted by law;
● offer constructive suggestions and/or criticism concerning existing and/or anticipated district policies, procedures, codes and regulations;
● be advised of and to discuss fully children’s progress and/or learning difficulties;
● be advised of and to discuss fully disciplinary difficulties encountered by children and to have discipline fairly and consistently enforced in accordance with district/school policies and procedures;
● expect that children be provided with non-consumable and non-personal educational materials and facilities needed to complete the prescribed course of study;
● expect school to be a safe place;
● have access to student records in accordance with state/federal laws and district policy;

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• expect an environment that is conducive to learning and free from prejudice.

The parent has the responsibility to:
• promote learning readiness by assuring children adequate food, proper clothing, shelter, and supervision;
• promote and ensure regular attendance of children;
• fully support district efforts in providing for a sound and successful educational program;
• become informed and advise their children about district policies, procedures, regulations and codes;
• become personally acquainted with those directly responsible for educating children and attend parent/teacher conferences;
• seek changes in areas in which there is dissatisfaction and work positively through existing channels in a responsible manner;
• respond in a positive and helpful manner when advised of children’s progress and/or learning difficulties;
• promote respect for district/school personnel and their positions of authority by responding in a positive and helpful manner when advised of disciplinary difficulties encountered by children;
• actively support and participate in processes that provide a safe and secure educational environment;
• support and adhere to all district procedures pertaining to any and all student records in accordance with state/federal laws;
• respect rights of school personnel who are involved in the educational process to ensure a positive learning climate.

The student has the right to:
• learn in a positive atmosphere free from threats, intimidations, harassments, or prejudices;
• have an opportunity to be provided an education consistent with student’s ability and/or potential;
• be recognized as a unique individual and be an active participant in his/her own well-being;
• receive a free public education from age 6 until graduation or to age 21, whichever occurs first;
• produce in an educational environment that is conducive to learning and free from prejudice;
• provide input in making decisions affecting school life and activities;
• be informed of learning or behavioral difficulties and be involved in the development of an improvement plan;
• be provided with a review of charges relating to possible disciplinary action;
• expect anonymity to the extent legally possible when circumstances require giving information in discipline cases involving others;
• be provided with certain fundamental educational materials and facilities needed to complete prescribed course of study;
• expect school to be a safe place.

The student has the responsibility to:
• support an atmosphere free from threats, intimidations, harassments, and prejudices;
• continually strive to advance to the highest degree possible by attending all classes and meeting all academic requirements and standards;
• support wellness aimed at improving the general welfare of the student, family unit, staff, and community;
• be on time and attend all classes daily, from 6 years of age or at least until age 16 or completion of the 10th grade, whichever occurs first;
• respect rights of all district personnel and other students who are involved in the educational process to ensure a positive learning climate;
• utilize appropriate channels for expressing ideas and/or opinions;
• make a conscientious effort to follow an improvement plan;
• be aware of all rules and regulations for student behavior and consequences for misbehavior, and conduct himself/herself in accordance with standards for behavior;
• volunteer information regarding serious disciplinary cases and cooperate with school staff;
• provide reasonable care for said educational materials and facilities;
• assist school staff in maintaining a safe school.
Interventions & Consequences
Please consult with your principal if you have questions or concerns regarding consequences. Interventions & Consequences are administered as part of the school’s Multi-Tiered System of Support, the District’s Extreme Behavior Guidelines or evidence based best practice. The district specifically reserves the right to reassign a student to another school for purposes related to education, discipline, safety, prevention, or student welfare.

Policies & Regulations

The following are selected NCSD policies and regulations related to student behavior. This is not a comprehensive listing of policies. To review all district policies and administrative regulations, visit www.natronaschools.org or the Central Services Facility at 970 N. Glenn Rd. in Casper.

Assault, Battery, Harassment & Physical Restraint
Students are prohibited from assaulting, battering or harassing any school personnel or any other student. In cases involving assault, battery, harassment, the use of force, or the threat of physical harm against school personnel or against students in which school personnel are involved NCSD #1 staff will use a research based, district approved process to intervene with a student that is being physically aggressive, endangering the safety of others or being extremely disruptive.

Bullying (NCSD Admin Reg No. 5440)
NCSD is committed to providing a secure student learning environment free of threat, hazing, harassment, intimidation, menacing, cyberbullying, “sexting” and other bullying behavior, including harassment of a person with a mental, physical, developmental, or sensory disability. Pursuant to the policy and administrative regulations herein, created with the assistance of parents and guardians, school employees, volunteers, students, administrators and community representatives, no person may engage in threats, hazing, harassment, intimidation, menacing, cyberbullying, “sexting” or bullying behavior against an NCSD student or students participating in functions sponsored by the District (“student participants”). Further, NCSD prohibits reprisal or retaliation against a student, witness or person who reports information about or cooperates in the investigation of an act of threatening, hazing, harassment, intimidation, menacing, cyberbullying, “sexting” or bullying. See W.S. § 21-4-313, 314 (2009).

Definitions:
a. “Bullying” (See “Intimidation” or “Bullying,” below.)

b. “Cyber-bullying” (See “Intimidation” or “Bullying,” below.)

c. “Disability Harassment” occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual’s disability and when the conduct has the purpose or effect of interfering with the individual’s educational performance, interfering with one’s ability to participate in or benefit from a class, educational program, or activity. Such harassment may occur where conduct is directed at the characteristics of a person’s disabling condition.

d. “Discrimination” means any act that has the purpose or effect of unreasonably differentiating in treatment based on disability, race, color, gender, gender identification, national origin, ethnicity, sexual orientation, age, characteristics or linguistic characteristics of a national origin group.

e. “District” includes NCSD facilities, NCSD premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function such as field trips or athletic events where students are under the auspices of the district or where the employee is engaged in district business.

f. “Electronic communication” means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer (school or privately owned).

g. “False charges” or “malicious accusations” means an untrue allegation which is made intentionally, knowingly, with reckless disregard for the truth or an untrue allegation made with the specific intent of causing injury or damage to another person. The District will take
disciplinary action against any individual making a false charge or malicious accusation of bullying, discrimination or harassment.

h. “Harassment” means unwanted behavior of a nonverbal, verbal, written, graphic, sexual or physical nature that is directed at an individual or group of students or staff on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic or linguistic characteristics of a national origin group.

i. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, e.g., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, “paddling” or other physical punishment, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene, degrading or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate a particular person or group.

j. “Intimidation” or “bullying” means any intentional gesture, any intentional electronic communication (“cyber bullying”) or any intentional written, verbal or physical act or statement initiated, occurring or received by a student at school that a reasonable person under the circumstances should know will have the effect of:

1) Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage;
2) Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or

3) Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent or pervasive behavior.

k. “Menacing” includes, but is not limited to, any assault or threat intended to place a school employee, student or third party in fear of imminent physical injury.

l. “Retaliation” or “Reprisal” means any verbal or physical act or statement against any person who reports, files a complaint or participates in an investigation under this policy.

Retaliation is prohibited and is considered a serious violation of board policy, independent of whether a complaint is substantiated.

m. “School” includes a classroom or other location on school premises, school grounds, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the student is present as a student of the school.

n. “Sexting” means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or activities on or off campus, while on school district property, during any recess, lunch or leave periods on or off school district property, by use of school district property, or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school or the educational process or experience.

o. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business or activities who are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Bullying or Retaliatory Behaviors:
Any student, employee, parent or third party who has knowledge of conduct in violation of this policy or any
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student who feels he/she has been a victim of hazing, harassment, discrimination, blackmail, intimidation, bullying, menacing or retaliation or reprisal (hereafter “bullying” or “retaliatory behavior”) in violation of this policy shall immediately report his/her concerns to:

- The building principal or his/her designee;
- A teacher who will be responsible for notifying the building principal or his/her designee immediately if the matter cannot be adequately addressed by the teacher or is sufficiently serious to warrant administrative intervention;
- A counselor, who is responsible for notifying the building principal or his/her designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- The superintendent of schools or his designee.

Complaints against the building principal shall be filed with the superintendent or his designee. Complaints against the superintendent shall be filed with the Board chairman. Complaints against the Board chairman shall be filed with the vice-chairman.

Teachers, counselors and other certified classified and administrative staff who observe students engaging in bullying behavior are responsible for taking action to timely and appropriately address the behavior and/or timely report the incident to the administrator or his designee.

Students and parents are encouraged to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the student is the recipient of bullying, they are encouraged to follow the procedure outlined in this policy and the Student Handbook.

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

While many concerns may be resolved through an informal process, the severity and/or nature of a specific incident may require an immediate formal complaint and disciplinary action.

Complaint Process:

Reporting parties may use informal procedures such as oral reports to report and resolve lesser and/or isolated complaints of bullying or retaliation which do not result in physical harm or meet other criteria for formal reporting as noted in ¶4(b), below. Such complaints will be appropriately investigated and addressed by teachers, counselors or other adults consistent with due process requirements. Substantiated reports will be documented in the Student Management System and/or student disciplinary file. Repeat offenses shall be referred to the principal or his/her designee.

Formal complaints should be made in writing and submitted to the appropriate administrator or his/her designee. Forms shall be available for reporting, although the use of a specific form is not mandatory in order to lodge a formal complaint if the reporting party is unable or unwilling. Formal complaints are warranted any time such a report and investigation is requested by any parent, student or other person, when bullying involves threats, is physical in nature, causes physical harm, is repeated (i.e.; more than once), is unusual in nature, is perpetrated by a group or groups of students or others, is racial or discriminatory in nature and/or otherwise highly offensive in nature.

A copy of all formal complaints, investigations and results should be forwarded to the Student Support Services office within three (3) school days of completing the documentation. Such files shall be stored in a confidential manner, with access limited to administrative personnel and their designees.

File information shall also be available to administrative personnel or their designees for the gathering and reporting of statistical and other data which does not individually identify the individuals therein.

Investigation

In all schools the principal or his or her designee shall be responsible for timely investigating a complaint made under this policy. Alleged serious violations shall be promptly investigated and documented. While the investigator will make efforts to maintain confidentiality to the extent reasonably possible, reporting parties shall not be promised full confidentiality.

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The complaint, investigation, witness and other information shall be documented along with the findings. Substantiated reports will be documented in the Student Management System and/or student discipline file. Both the alleged student victim and the individual accused of bullying behavior shall have the opportunity to be heard by the investigating adult or a designee prior to a final “substantiated” or “unsubstantiated” finding. For formal complaints, the complainant and reported party, and their respective parents or guardians, shall be notified of whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

Consequences for Substantiated Reports
Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. See also listing of potential consequences, NCSD Student Handbook. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board, up to and including civil trespass orders. Any individual may be referred to law enforcement officials if his or her behavior may constitute a crime.

Schools may attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal complaint process, investigation and disciplinary procedures. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem-solving between the parties.

Consequences and remedial actions shall be determined taking into consideration the context of events, all relevant circumstances, the parties’ prior behavior, the nature of the bullying behavior and its potential harm and the emotional and/or physical harm resulting from the reported party’s actions.

Protection of Victims from Additional Bullying or Retaliation/Reprisal
The principal or his or her designee shall be responsible for working with the student, parents and others to timely develop and implement strategies for protecting the reporting party and/or affected student following the report of threat, hazing, harassment, intimidation, menacing, cyberbullying, bullying, “sexting,” reprisal or retaliation.

Such strategies may include, but are not limited to, monitoring, counseling, follow-up checks with the student and/or parent, safety plans for the affected student, reassignment of one or more students and other protective planning and/or interventions.
The student who has been bullied, or his/her parent, is responsible for reporting any reprisal or retaliation.

Consequences and Remedial Actions for False Accusations
False accusations of bullying shall be immediately reported by the affected party or an adult to the school principal or his/her designee. False accusation reports shall be investigated consistent with due process procedures noted under “investigation,” above.

Persons found to have made false accusation reports may be disciplined up to and including expulsion or dismissal. See listing of potential consequences, NCSD Student Handbook; see also potential consequences for NCSD employees and third parties, ¶6(A), above.

For formal complaints, the complainant and reported party, and their respective parents or guardians, shall be notified whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

Student Bullying Policy Education for Students, Certified and Classified Personnel, Parents, Volunteers and the Community
Students: Bullying training and education curriculum shall be standardized, based on age group, throughout the District. Students shall be provided a copy of the Student Bullying Policy annually during registration and/or orientation. Each building principal or his or her designee shall be responsible for ensuring the delivery, and documentation of the delivery, of this orientation information. Documentation of the delivery of bullying orientation information shall be sent to the Student Support Services Director within three (3) school days of delivery.

The Student Bullying Policy and procedures shall be discussed twice annually at each school during student orientation or at an alternative time to be determined by
the principal or his or her designee prior to October 15 and again by February 15. Each building principal or his or her designee shall be responsible for assuring the delivery of this standardized orientation information. Documentation of the delivery of bullying orientation information shall be sent to the Director of Student Support Services within three (3) school days of delivery. In the event of a report of bullying or retaliatory behavior, substantiated or un-substantiated, a student accused of bullying or retaliatory behavior shall be re-educated concerning the District’s Student Bullying Policy. Each building principal or his or her designee shall be responsible for assuring the delivery and documentation of delivery of this re-education.

**Students and Parents:** A version of the Student Bullying Policy shall be included in the Natrona County School District No. 1 Student/Parent Handbook. On-line versions of the Student/Parent Handbook shall include a link to the Student Bullying Policy and administrative regulations.

**Certified and Classified Personnel:** All NCSD personnel shall be provided with a copy of the Student Bullying Policy and administrative regulations. The Student Bullying Policy and administrative regulations shall be presented annually at classified and certified personnel orientations for those personnel who have substantial contact with students, or at an alternative time to be determined by the building principal or his or her designee prior to October 1. Each building principal, supervisor or his or her designee shall be responsible for assuring the delivery of this orientation information, and documentation of delivery.

Professional development programs concerning bullying prevention, intervention and reporting shall be available to certified and classified personnel who have substantial contact with students.

**Volunteers:** All school volunteers with substantial contact with children shall be provided a copy of the Student Bullying Policy and administrative regulations at the time the volunteer begins participating in volunteer activities in the schools. Each building principal or his or her designee shall be responsible for assuring the delivery of this orientation information.

**Students, Parents, Certified and Classified Personnel, Volunteers and Community Members:** The Student Bullying Policy and administrative regulations shall be posted on the Natrona County School District No. 1 website. The Communication Team supervisor shall be responsible for assuring the website posting and updating of the Student Bullying Policy and administrative regulations. The Natrona County School District No. 1 Communication Team shall develop, adopt and begin implementing a Student Bullying Policy community education plan.

**Care of School Property**

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

**Detention of Students**

For minor infractions of the code of conduct or other policies and regulations, teachers may detain students before, during or after school hours. Before assigning students to detention, the teacher will inform the student of the conduct that allegedly constitutes the violations, and the student will be given an opportunity to explain his/her version of the incident.

The school will notify parents prior to serving a detention. A student failing to serve detention will be disciplined in a manner and method as determined by school rules and regulations and consistent with established district policies.

**Dress & Appearance**

See Board NCSD Board Policy 5375

Primary responsibility for appropriate dress and appearance rests with the student and his/her guardian. Students shall not wear clothing which, in the judgment of the appropriate school personnel, constitutes a health or safety hazard, is destructive to school property, or is
distractive or disruptive to the educational process. Student dress that is obscene, immodest, indecent, or lewd shall not be tolerated. In the interest of maintaining a positive learning environment, the following regulations of student dress shall be in effect:

Hair: The length of student hair is generally not prescribed. Hair may be regulated in such classes as shop, art, or home economics consistent with health and safety requirements. Bathing caps may be required in swimming classes. Hair covering prescribed by state sanitary codes in food preparation is required. Uncleanliness of hair constitutes a health hazard.

Clothing: See Board Policy 5375
The following guidelines have been adopted:
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.
Shorts and skirts must be no shorter than mid-thigh. All pants, shorts, skirts, and shorts must be worn no lower than the hips, no sagging or undergarments showing.
Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.
Appropriate shoes must be worn at all times. Slippers are not allowed.
No sleepwear is allowed.
Clothing or personal items that are racist, sexist, promote drugs/alcohol/tobacco, or vulgar in interpretation are not allowed.
Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one’s behind.

Outerwear: Outerwear, such as coats, jackets, hats, or gloves, shall not be worn inside school classrooms without the consent of appropriate school personnel. Shoes shall be worn for health and safety reasons unless the shoes are unsafe, distractive, or destructive to school property.

Logos: Logos, printed statements, or pictures upon student attire which are distractive, immoral, sexually suggestive, disruptive, obscene, encourage defiance or disrespect of authority is prohibited. In the interest of having an emotionally safe and healthy learning environment free from polarized topics, conflict and disruption, displaying, creating, or wearing images (e.g. Swastika, Confederate flag…) that in the judgement of school officials, and in alignment with current social norms, could be perceived by others, to be offensive, inspire hate, or be disrespectful to any race, creed, gender, sexual orientation or gender identification, shall not be allowed on any school district property. Attire advertising drug, alcohol or tobacco products also is prohibited.

Miscellaneous: Clothing such as tube tops, see-through garments, fishnet tops, undergarment T-shirts, clothing allowing a bare midriff, shorts in poor repair, short shorts, and tight-fitting shorts shall not be worn.

Procedures: Students will be referred to an administrator to secure acceptable clothing should their dress not comply. Parents or guardians will be contacted.
When a student wears prohibited clothing articles, the student shall receive a warning. If the student fails to remedy the problem by removal of the article of clothing, reversing the article so that the offensive logo does not appear, or changing the article of clothing to comply, the parent shall be notified. If no correction occurs thereafter, students may be suspended for disruption of the learning process.

Special Activities: Designated dress may be required for students participating in special activities. The sponsor of the activity shall determine an appropriate dress requirement, with prior approval of the administration.

Cell Phone Use
See Board Policy 5376
The Natrona County School District Board of Trustees believes that schools are, first and foremost, learning institutions. Cell phones, and other technology, can be a valuable tool or they can be a distraction and disruption to the educational process. The use of cell phones, or other technology, is permitted in class when authorized by staff, or during lunch and passing periods.

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All other use of cell phones by students and staff is at the discretion of the principal. Unauthorized use by students may result in confiscation. Devices will be stored in the school office until the end of the day. Parents who need to speak with their child(ren) may contact the school office to request assistance. Students and staff are responsible for the security of their own cell phones and technology. The District is not responsible for loss or theft of personal devices brought to school.

**Drugs & Alcohol**
The possession or use of alcohol or any illicit, controlled substance, as defined by Wyoming state law, by any student while attending school, while on campus, or at any school activity, is prohibited. At the discretion of the principal, drug dogs will be brought onto campus to conduct sweeps following District protocol.

Any student who is in possession, or who in the judgment of school personnel, has consumed alcohol or any illicit controlled substance, as defined by Wyoming state law, recently enough to display signs of consumption, such as unusual behavior or the odor of the breath, is in violation of this policy. If the residue of a controlled substance is found in any apparatus or container, the policy regarding possession of a controlled substance will apply. Regardless of residue, possession of any form of the drug paraphernalia will be cause for concern and notification of parents.

The misuse of legal products including but not limited to inhalants, spice, and over-the-counter medications will also constitute a policy violation.

**First Offense:**
Notify parent/guardian.
Notify the police. School and law enforcement will then conduct independent parallel investigations
The school will impose not more than a 10 day suspension and not less than a five day suspension following normal due process procedures. The Board of Trustees reserves the right to seek expulsion or long-term suspension for any drug related infraction including a first offense.
A mandatory meeting between parents/student and school administration will be held to determine appropriate interventions and any suspension or expulsion recommendation. Interventions available include, but are not limited to:
A. Ongoing substance abuse counseling.
B. Substance abuse assessment.
C. Help accessing inpatient treatment.

**Second Offense:**
Notify parents as in first offense.
Notify police as in first offense. The school and law enforcement will then conduct independent parallel investigations.
Due process procedures will be followed and a 10 day out-of-school suspension will be imposed. The Board of Trustees reserves the right to seek expulsion or long-term suspension for any drug related infraction.
A meeting with parents/students and the administration will be held to discuss the recommendation for long-term suspension or expulsion, and to explore rehabilitation services available.

**Fighting**
Immediate disciplinary action, which may include suspension and/or possible recommendation for expulsion, along with possible law enforcement involvement, will be taken against individuals who participate in a fight or encourage it in any way. Students are expected to solve their problems in ways other than physical aggression.
A student who has made an effort to avoid a fight by bringing the situation to the attention of school personnel may be subject to different consideration regarding any consequences that might be received. Failure to cease fighting when requested verbally by school personnel will result in automatic suspension. Students who obstruct or interfere with school personnel trying to stop a fight will be subject to the consequences of the fighting policy.

**Gangs, Criminal or Illegal, Within a School Setting**
The Board of Trustees believes that a safe and orderly environment is essential to effective teaching and learning. Because the presence of criminal gangs represents a substantial disruption of the physical and psychological environment and a threat to the well being of students and staff alike, the Board of Trustees prohibits students from participating in open gang activity and gang-related behavior within the school setting. A
“gang” is defined in this policy as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more disruptive or criminal acts; which conduct or promote activities prohibited by law, policy or rules and regulations; which has an identifiable name or identifying sign or symbol; and whose members, individually or collectively engage in, or have engaged in, a pattern of such prohibited gang activity.

Individuals who initiate, advocate or promote gang activities that threaten the safety or well-being of persons or property on school grounds or at school-related activities or that disrupt the school environment are harmful to the educational process. Actions such as the use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, indicates or implies membership or affiliation with a gang will not be tolerated. These actions/behaviors are contrary to the school environment and educational objectives by creating an atmosphere where unlawful acts or violations of school policies, rules or regulations may occur.

Conduct involving initiations, hazing, intimidations, activities of criminal or illegal gangs that are likely to cause bodily danger, physical harm, personal degradation, humiliation resulting in physical or mental harm to students, or intimidations that affect the attendance of another student is prohibited. Furthermore, no student on or about school property or any school activity shall:

a. wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing which is evidence of membership or affiliation in any gang;

b. commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang;

c. use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
   1. soliciting others for membership in any gangs;
   2. requesting any person to pay for protection or otherwise intimidating or threatening any person;
   3. committing any other illegal act or other violation of school district policies; and
   4. inciting other students to act with physical violence upon any person.

Students shall conduct themselves in a manner appropriate to their age and maturity levels and with respect and consideration for the rights of others while on school-controlled premises; while on school-owned and/or -operated or -chartered buses; while attending or engaging in school activities; and/or while away from school-controlled property if misconduct will affect the safety of other school personnel or students. Violation of this policy will result in disciplinary action consistent with district policy and state law, and may include notification to law enforcement, suspension, and/or expulsion.

Habitually Disruptive Students
A habitually disruptive student is one causing disruption of the educational and/or activity process more than five times during one school year on school-controlled property, at district-sanctioned activities, or on district-sponsored transportation. Disruptive behavior is behavior initiated by a student that is willful and overt and interferes with the normal progression of academics and/or activities. The principal will make the final decision as to whether an incident is classified as disruptive behavior.

Behavior Management Contract/Plan: If a student is engaged in habitually disruptive behavior, a behavior management contract will be developed by the principal or his/her designee with the assistance of the appropriate teaching and specialist personnel, and shall include an opportunity for input by the student and his/her parent. The plan will also include “buy back” or “good time” provisions in accordance with best practices and the school’s Multi-Tiered System of Support (MTSS). The principal may develop such a plan prior to the fifth disruptive behavior incident report.

Discipline: Any student who violates his/her behavior management contract and continues to engage in disruptive behavior shall be subject to suspension and may be recommended for expulsion. Habitually
disruptive students may be subject to involuntary transfer to a different educational setting.

Law Enforcement and School Administration
It shall be the policy of Natrona County School District that a reasonably 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.

Investigations: Principals and their designees shall have the authority to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The principal shall determine the necessity to contact law enforcement officers when the behavior of persons jeopardizes the safety of students, school staff, or school property; interferes with the operation of the school; or requires an investigation of alleged criminal behavior.

The principal may request that law enforcement officers conduct an independent investigation and questioning students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt will be made to contact the student’s parents prior to questioning by law enforcement officers.

Taking a Student into Custody: When an emergency situation exists, the school principal may summon law enforcement officials to the school to take a student into custody. A reasonable effort will be made to contact the student’s parents, guardian, or representative immediately and such effort shall be documented by the school administrator.

Misconduct Documentation
Discipline records shall be a part of a student’s cumulative records that shall be transferred to other schools in Natrona County School District No. 1 when the student changes schools.

Organizations and Clubs
All school clubs and organizations must be considered for their contributions to the improvement of the moral, social and educational experiences of the student body.

They operate under the authority of the superintendent and Board of Trustees.

Parking Lot Usage
Students permitted to park on school premises do so as a matter of privilege, not of right. Student automobiles parked in parking lots are subject to inspections for unauthorized substances or articles. Illegal, contraband, or prohibited items that are in plain view may be seized without student consent. Automobiles parked in parking spaces not reserved for students or improperly parked may be ticketed, fined, or towed from the parking spot at student’s expense. School officials having reasonable suspicion of the presence of contraband, illegal, or prohibited items may search the automobile, confiscate the item(s), and subject the student to appropriate disciplinary action. Students parking on school property are deemed to have consented to the search of their automobile by school officials. “Student automobiles” include any automobile driven to and/or parked on school district property regardless of ownership. Unsafe driving will result in loss of privileges. Fines and towing expenses incurred by students are debts to the district. Failure to satisfy may result in denial of a diploma. Junior high school pupils must have written permission from their parents to drive motorized vehicles to school and must agree to abide by each school’s regulations.

Right of search
Student’s Person: The principals and/or administrators charged by the Board of Trustees with the responsibility of supervising students during regular school hours and during school-related activities are authorized, in the course of carrying out their duty of maintaining school discipline, to conduct a search of a student’s person within the confines of a reasonable expectation of personal privacy. A student’s person may include, but is not limited to, purses, backpacks, briefcases, book bags or outer garments.

Lockers: Lockers are property of the school and are provided to students without charge. The school is authorized to open lockers and to examine the contents, including personal belongings of students, when school officials have reasonable suspicion to believe that the contents threaten the safety, health, or welfare of students, or contain suspected stolen property or items

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which are specifically prohibited by law, board policy, or school regulation. Students are personally responsible for all contents in their lockers and are not to share their lockers with any other student. Locker combinations must not be given to another student for security purposes. Principals may impose disciplinary consequences for violations of locker policies.

**Electronic Metal Detectors:** A search with a metal detecting wand may be conducted:

a. when school officials have a reasonable suspicion that a particular student is in possession of a weapon;
b. to screen students attending extracurricular activities for the possession of weapons;
c. to screen students entering the school premises for the regular school day for possession of a weapon.

Weapons found will be confiscated. At no time will any weapon be returned to a minor student. Confiscated weapons will be turned over to law enforcement or the student’s legal guardian.

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

**Student Publications**

Student newspapers, other publications that are school-sponsored, and other printed materials shall not be disseminated, distributed, or transferred without approval of the principal or his/her designee.

**Suspension, Expulsion and Due Process**

When a student is sent to the office of the principal or other building administrator in charge of discipline, the following due process will occur: The student will be advised of the nature of the misconduct and of the proposed consequence to be administered. After due consideration by the disciplinarian, including consideration of any appropriate information from the student, the disciplinarian will advise the student of the consequence being imposed. If the imposition of the consequence involves the use of a performance contract or other appropriate forms of written documents, said documents will be completed and a copy furnished to the student.

In the case of a proposed suspension of a student for misconduct, a conference (informal hearing) will be held, at which time the student will be informed of the misconduct in addition to the evidence against him/her. The student will then be given the opportunity to present any information in his/her defense or as mitigating evidence. Upon completion of the conference between the disciplinarian and the student, the disciplinarian will announce the consequences to the student, e.g.,

a. he/she has been suspended; and
b. he/she will receive a designated number of school days of suspension. Suspension may include not only exclusion from regular class attendance, but restrictions regarding participation in school activities or other attendance on school property, and prohibition regarding riding on school buses. In any emergency situation, a suspension may be imposed without the informal hearing at the beginning of the process; in an emergency case, the informal hearing may be delayed up to 72 hours. Parents will be notified in writing within 24 hours of the imposition of any suspension.

The superintendent of schools has been designated by the Board of Trustees to act in their place to hear all petitions for expulsions. In the event of a recommendation that a student should be expelled, written “Notice of Hearing” on the petition will be served to the student and his/her parents. A formal hearing will be held before the superintendent or designee on any petition for expulsion unless the hearing is waived in writing by the student and his/her parent/guardian. Formal expulsion hearings will be conducted in accordance with state statutes, board policies, and the rules of practice and procedure for formal hearings before the superintendent. When a student is expelled from the Natrona County School District No. 1, that student is barred from attending schools, from all activities, and from bus riding privileges during the period of expulsion. Expulsion in one school district in Wyoming can be used as the basis for excluding a student from attendance at schools in any other school district in the state of Wyoming.

Records of suspensions and expulsions shall be kept as regular, confidential student records under federal and state law and school district policies.

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Suspension/Expulsion of Students with Disabilities

A principal may suspend a child with a disability from school for a period of no more than 10 consecutive school days if the district determines that:

a. the child’s behaviors pose a danger to self or others; or

b. the child is engaged in conduct which would warrant suspension for a child without a disability.

Removal of more than 10 consecutive days is a change in placement. A school day is defined as “any day, including a partial day, that children are in attendance at school for instructional purposes.” A manifestation determination must be conducted within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct. The individuals conducting the review must determine if the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; or if the conduct in question was the direct result of the school district’s failure to implement the IEP. If the behavior is a manifestation of the student’s disability, the school district must either conduct a functional behavioral assessment, and implement a behavioral intervention plan or review the behavior plan if the child already has one, and modify it to address the behavior and return the child to the placement from which s/he was removed, unless the parent and the school district agree to a change of placement as part of the behavior plan.

If the behavior is NOT a manifestation of the student’s disability, the school is allowed to use the disciplinary procedures applicable to non-disabled students. However, the school must continue to provide educational services to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child’s IEP; as well as conduct a functional behavioral assessment and design a behavior plan to address the behavior so that it does not recur. Expulsion is considered a change in placement for a child with a disability. The Board of Trustees/superintendent may expel a child with a disability from school for a period not to exceed one school year if:

a. the school district determines that the child has engaged in conduct which would warrant expulsion of such duration if the child were not disabled;

b. the Individual Education Plan team determines that the child’s conduct is not related to the child’s disability.

Disciplinary removal of a child with a disability for more than 10 cumulative days in a school year may not be a change in placement if the child has NOT been subjected to a series of removals that constitute a pattern. More than 10 cumulative days in a school year is a change in placement, if a pattern exists. Services must be provided under IDEA to a child with a disability after the first 10 cumulative days in a school year that the child is removed.

Tobacco Products

For the health, safety, and benefit of all students and employees, the Board of Trustees has designated all Natrona County School District properties, including vehicles, as tobacco/smoke-free facilities. Students will not use, possess, transfer, or disperse any tobacco products, including e-cigarettes, vaporizers, Juul-like devices or products. Students found to be in possession of a tobacco delivery device (e.g. Vape, Juul, e-cig) even if it does not contain nicotine, tobacco, or tobacco product, will be found in violation of this policy and subject to the appropriate consequences, including law enforcement involvement.

All Schools: Student possession or use of any tobacco product is prohibited in the school building and on property adjacent to school property, at school-sponsored activities, or in school vehicles. Sanctions may include:

- **First Offense Per Year:** Three-day suspension. Law enforcement will be notified for any student under the age of 18 in possession of, or use of tobacco products, including any electronic device used to deliver tobacco.
- **Second Offense Per Year:** Five-day suspension,
- **Third Offense Per Year:** Maximum 10-day suspension. In consultation with the Director of Student Support Services, A recommendation for expulsion could also occur.
- **Further Offenses Per Year:** The school reserves the right to seek a petition for expulsion in extreme cases.
Weapons
It is the intent of this policy to prevent dangerous items from being brought into the school building. Dangerous items include things capable of causing harm to students, faculty and staff, or the school facility. Possession and/or use of any dangerous or deadly weapon in any school-controlled building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. A student shall not possess, handle, transmit, or conceal any object that could be used as a weapon or cause harm to another person. This weapon definition includes, but is not limited to any item that can be construed as a weapon, such as guns of any type, water and toy guns that resemble the real thing, Ninja stars, screw drivers, ball bats, slingshots, bludgeons, or knives.

Consequences: The possession or use of any firearm or explosive device shall require that proceedings for suspension, with the possibility of expulsion of the student involved, be initiated immediately as follows:

a. Notify parents.
b. Notify police (citation at police option).
c. Notify the superintendent of schools.
d. Immediately initiate proceedings for suspension and/or expulsion of the student involved pursuant to provisions of Board Policy 5370 and Wyoming Education Code §21-4-305, 306